

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Tuesday April 27th, 2021, 7:30pm, Staff Room

Attendance: Meagan Z, David S, Amanda H, Helen J, Sophia F, Alex B, Lauren B, Nicole J, Liddel M

Apologies: Cam M, Kathy W, Robyn H, Lisa S, Jo C

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

- Meeting opened at 8.05pm (AGM preceded general meeting)

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

2. Correspondence and Minutes

- **Correspondence**
 - None of note.
- **Actions from Previous Meeting**
- **Outstanding:**
 - Related to CommBiz: ***(all actions still ongoing)***
 - Alan D to submit CommBiz forms – any questions to David (Alan).
 - Update on all actions for uniform shop, Arrows and other accounts are completed and that all P&C accounts are in CommBiz. Close BoQ uniform shop account once completed. Action required on BoQ account for uniform shop once CommBiz set-up is complete. Requires in-person signatures for final approvals/completion (David). *All current bank accounts are now showing in P&C CommBiz portal. David and Meagan have authority on all accounts (all accounts require two signatories for approvals/transfers/etc). Bank account set up at CommBank for Uniform Shop was closed automatically by CommBank after no deposits/withdrawals for 60 days. Discussed using P&C account for all uniform shop funds (can be designated Uniform shop payments/costs in accounting software). To be actioned and money in BoQ account to be transferred to P&C account. NOTE: this will be added as a new action for this meeting and this outstanding action CLOSED.*
 - Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) when all items finalised (David)
 - Set up Music and Arts account and add to CommBiz (Meagan, David). *Completed. Small deposit made into this account to prevent it being closed as the Uniform Shop one was. Action closed.*
 - Determine if Building Fund account is still required (P&C Exec) NOTE: this is an ongoing item that will be revisited in 2021.
 - Containers for Change – to discuss with Sarah R (Meagan). *Sarah has organised for a local (Rocklea) provider to provide bins to school. Wheelie bin is in the quadrangle each day; members of the community can bring in appropriate containers and/or use the school's deposit code when handing in containers. Info shared in newsletter/FB page. Trailer also organised for Family Fun Day. Action closed.*
 - Organise tree in memory of Wayne Frost (office). *Ongoing.*
- Tuckshop to look at Corinda SHS set-up to get some ideas/help/support, particularly around 5-day-a-week operation (Alisha, Amanda, Helen) *Action is ongoing.*

- Review tuckshop budget for approval at P&C AGM (Lauren, David) *Final budget to be discussed in Tuckshop report. Action closed.*
- Assistance required to build/set up new furniture at OSHC – to request volunteers in newsletter (Meagan) *OSHC furniture construction completed. Action closed.*
- Discuss potential grant ideas and quotes (Meagan and Kendal) *Ongoing – Amanda to draft a wish list. To be added as a new action item and this item closed.*
- Look into company that assists with setting up sponsorships (Helen J to send details to Amanda) *Details sent; action closed.*
- Investigate lost property system (Amanda) *Discussed – system would like not be cost-efficient/used much at Sherwood SS. Not likely to be installed here; action closed.*

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

3. Treasurer's Report

- P&L and audit findings reported in AGM.

4. Subcommittee Reports:

a. Uniform Shop

- See attached report. Issued term 1 invoice last night.
- Senior shirts – Money goes into school account, and Uniform Shop reimburses Wearito. Due to QKR. From now on, P&C has a QKR account, so it will be ok. Bill for last year's Senior Shirts to be sent to P&C and we will pay. Second hand stuff – paid to school. Amanda to discuss with Sarah/Kendall to get this changed to P&C accounts. **This action was resolved immediately after the meeting.**

b. Tuckshop

- Treasurer's report attached.
- Few points from Alisha. Soft launch of 5 days a week. Few issues with QKR, no way to cancel order after 8am or reimbursed (if children are sick). We can run reports within QKR to see where we are making the money.
- Budget discussed, including some required upgrades to oven/cooktop.
- Motion to approve up to \$3K for oven/cooktop and installation for Tuckshop (raised and seconded at end of Subcommittee reports).

c. Sharks

- See attached report.

d. OSHC

- See attached report.

e. Fete

- See attached report.
- f. Sherwood Arrows
- See attached report.
- g. Music and the Arts
- See attached report.

(All reports and action to approve \$3K spend by Tuckshop – Moved: Sophia / Second: Nicole J – Reports accepted, and motions carried)

5. Principal's Report (see attached)

- Thank you to those who helped with strategic plan and student code of conduct.
- ANZAC assembly – excellent work by student leaders and others who presented at the assembly.
- Containers for change has been organised with a local company.

6. Business Arising

- Items to be ratified:
 - No items to be ratified
- Work on school “wish list” – **ACTION** Amanda to draft a list similar to last two years and present to P&C
- Bike path quote – about \$50K (gravel one at FONA, around the oval, town network of smaller streets behind the cricket nets). Need a plan, need a couple of quotes. Won't progress this till after we've got a better idea of what might happen with the OSHC building (will know more in the next few weeks).
- Swim change rooms – facilities came out – advise was that we were throwing good money after bad. Suggestion was to knock down the current one, bring up to the pool deck level and re-build. To be followed up with Sharks and actioned.
- Acknowledgement to country – to be done at P&C meeting. Discussed daily school-wide Acknowledgement. At the moment there is no internal system (only the loudspeakers). Individual teachers/students can chose to do this within their classrooms.

(Moved: Alex / Second: Sophia – 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)

- Determine if Building Fund account is still required (P&C Exec) NOTE: this is an ongoing item that will be revisited in 2021.
- Organise tree in memory of Wayne Frost (office). *Ongoing*.
- Tuckshop to look at Corinda SHS set-up to get some ideas/help/support, particularly around 5-day-a-week operation (Alisha, Amanda, Helen).
- Amanda to draft school “wish list” for presentation to P&C. This may also include items that may require grants/other funding requests/requirements.
- Transfer BoQ Uniform shop funds to general P&C account and close BoQ account (Alex, Sophia, P&C Exec)

7. New Membership Accepted

- New memberships for 2021 accepted. Members as at April 2021 are listed in the AGM minutes.

8. Close Meeting: 9.05pm

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

Sherwood State School
Uniform Shop Committee Report
P & C Meeting/AGM – 29/3/2021

President: Sophia Finter

Treasurer: Alex Bron

Sherwood State School Uniform Shop

- Term 4 invoice issued to Weareco for \$3,015.09 (inc. GST) was paid on 26 February 2021.
- Outstanding invoice from Weareco dated 11 February 2021 for Senior shirts remains unpaid. Office notified on 16 February 2021 of the need for this invoice to be paid. Followed up with Kendall on 26 March 2021 and was advised final checks were being undertaken on the invoice. Given timing we need to pay asap.
- Second hand sales under the new QKR app is going well. Funds from QKR app will need to be transferred each term from the school bank account to the uniform shop bank account. Most recently this transfer was incorrectly credited to the P&C bank account instead of the uniform shop. On 26 March 2021 the School office, P&C President and Secretary were notified of the error. Transfer to uniform shop is pending.
- Closing cash at bank balance as at Statement Balance at 26 March 2021 is \$72,636.

Second Hand Sales

- Term 4 2020 to February 2021 second hand sales were \$425 paid via QKR plus \$50 cash.

General

- Senior shirts were received in time for the leadership assembly.
- Transition in 2021 of second hand sales to a cashless process using QKR is going well.

AGM

- For the 12 months to December 2020, total income for the Uniform Shop was \$8,789 (compared to \$9,213 in 2019).
- Second hand sales included in the above were \$760 (compared to \$1,083 in 2019).
- Asta Parker continues as Convener and we thank her for her contribution.
- Weareco continue to run the uniform shop and together with the school office have ensured a smooth Senior shirt process.

Tuckshop Treasurer's Report – AGM – 28th March 2021

2021 is a tricky year to forecast given last year's numbers were impacted by COVID, as well as the changes we're making to Tuckshop from Term 2 - namely trialling a 5 day schedule and sourcing meals from Corinda State High's chefs.

Historically (excluding 2020), total income per annum sits around \$68,000. If we smooth that over the approximate 36 weeks of operation, it's \$1,780 worth of income per week via School 24 and \$100 via counter sales. Approximately \$625 worth of sales per day (3 days per week).

As the 5 day schedule and new hot meal options are untested, we are assuming a net zero effect on the gross profit line. Where these changes will have an immediate effect is on wages – which of course ultimately affects our net profit. We're budgeting \$30k for wages this year, compared to \$20k in 2020.

In addition, Alisha will require several items of equipment to be replaced in the coming months, including a new oven and hotplate which we expect will cost approximately \$2,500. These items will ensure that the tuckshop space is able to cope with the 5 day schedule and increase of hot meal options for students.

This leaves us in a breakeven position for the year, compared to \$7k profit in 2020 and \$9k in 2019. This is consistent with our approach to deliver a quality service to families, rather than focusing on maintaining a profit centre.

Sherwood Sharks November Report
2019-2020 Season, Swimming Program & Swimming Club

Club Nights:

- Club nights have concluded until term 4, 2021
- Club champions were acknowledged and presented with awards at the 2nd last meet in Term 1

LTS/Squads:

- All squad numbers down significantly since completion of competitive season
 - Don't anticipate a rise as we will shut down for off-season by end of May

Staff:

- Head coach position vacant due to departure of Daniel Kim

Maintenance:

- General off-season maintenance to be conducted

Treasurer's Report:

(AS PER DAVID SMITHSON)

P&C OSHC Report – Tuesday 27th April 2021

Policies – shall soon be drafting and communicating a handful of policy changes. 48-hour cancellation versus 7 days currently for BSC & ASC (7 days remain for vacation care cancellations), adding non-communication fee of absence and no booking prior to attendance fee.

Staff – advertising for Educators and a new Youth Worker position. Our Assistant Coordinator will be leaving us at the end of Term 2 so will be reworking that position and advertising soon.

Vacation Care – we ran a successful April vacation care with 60-90 children in attendance every day. Children enjoyed an excursion to the El Dorado cinemas, incursions with Street Science and ABK, as well as a full agenda of craft/sporting and other fun activities!

Lisa Scollo
OSHC Manager
Sherwood State School



Sherwood State School Fete 2020 Committee

P&C Report 29 March 2021

KEY POINTS FOR NOTING

- COVID Safe Plan still under development. Working with Local Public Health Unit of Queensland Health re the finer details. Hoping to re-submit before easter.
- First Aid – waiting confirmation from St Johns Ambulance re attendance

FUNDRAISING

- Sponsors and donations for the fun day to date total approx. \$6,500.

INFRASTRUCTURE

- Most infrastructure requirements, including Rides has been booked.

STALLS

- Most convenor positions have been filled.
- Classes have been allocated to stalls to provide a volunteer base.
- Teachers, Admin and families are running the BBQ.
- Second hand stalls – books and clothes – are progressing under COVID requirements.

COMMUNICATIONS

- Fete weekly newsletter has been going out every Tuesday. Thanks to Alyce in the office.

CLASSROOM COLLECTIONS

- Has been progressing, although overall donations are well down on previous years – which is ok for a smaller event.

QKR PAYMENTS

Use of QKR for pre-event ticketing/registrations and purchases – e.g. picnic blankets, classroom collection donations, ride bands.



Sherwood State School Fete 2020 Committee

P&C Report 27 April 2021

KEY POINTS FOR NOTING

- Received advice from Queensland Health that we no longer need an approved COVID Safe Event Plan. Fun Day will still be conducted adhering to COVID principles.
- First Aid – St Johns Ambulance advised on 23/4 that they are unable to attend. Jo working on new sourcing new first aid provider.

FUNDRAISING

- Sponsors and donations for the fun day to date total approx. \$12,000.

INFRASTRUCTURE

- All infrastructure requirements, including Rides has been booked.

STALLS

- Convenor positions have been filled and meeting next Tuesday 4th May for a debrief.
- Classes have been allocated to stalls to provide a volunteer base.
- Teachers, Admin and families are running the BBQ.
- Second hand stalls – books and clothes – are progressing under COVID requirements.

COMMUNICATIONS

- Fete weekly newsletter has been going out every Tuesday. Thanks to Alyce in the office.

CLASSROOM COLLECTIONS

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QKR PAYMENTS

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ENTERTAINMENT

- Entertainment Schedule has been finalised and includes only Sherwood State School student performances. There is no stage or external entertainment as part of the scaled back approach.

Tuesday 27th 2021

Sherwood Arrows Skipping Report

✓ Sherwood Arrows Committee was re-elected 2021

President – Kathy Winks –

Treasurer - Rachel Wehl –

Secretary – Melissa Archer - Sherwood Arrows have commenced training again.

✓ 15 Members in the skipping Team

✓ Trivia Night Date:

Term 3, Week 3 Saturday 31st July, THEME – History

✓ Skipping Demonstrations and Tour

2 x Family Fun Day

1 x School demonstration booked for this term

Tour has been requested to the Heart Foundation

✓ Treasurer's Report:

\$12689.58

Thanks

Kathy Winks

(Sherwood Arrows President)

Music and the Arts Sub-committee P&C Meeting Report
29th March, 2021

- AGM held on March 18 2021, with elections for subcommittee positions:
 - Robyn Holland elected Chairperson
 - Meagan Zieba elected Secretary
- Work ongoing on local business directory website.
- Music and Arts will be assisting with entertainment for the Family Fun Day in May.
- Music and Arts bank account opened at CommBank. Signatories on this account are Meagan Zieba and David Smithson.
- Discussed option of several smaller music/choir/arts events during the year, rather than one larger one. Plan to be drafted for discussion at next meeting.
- Next meeting scheduled for Thursday May 27th at 7pm.



Principal's Report – P & C Meeting Tuesday 27th April 2021

Enrolments: 644

Bank Statement - Cash at Bank: \$434 423.82

Collaboration of working parties:

Thank You to both Liddell McNie and Anna Tabolinka who joined our working parties, on both days, as the parent reps collaborating with key staff to develop, adjust and finalise the following two key documents –

- The Strategic Plan for 2021 -2024 (Thursday working party)
- The Student Code of Conduct (Wednesday working party)

I am continuing to work with staff (and chosen students for the Student Code of Conduct) to add in all adjustments discussed and working to finalise both documents before they are presented at P & C.

ANZAC ASSEMBLY:

Last Friday our school held our assembly to commemorate Anzac Day. I felt great pride in how maturely and eloquently our leaders spoke and led such an important day in our calendar. In fact, the whole school responded with such respectful behaviour - a reflection of the wonderful work and preparation of teachers behind the scenes helping our students from Prep to year 6 understand the need for such respect at this special assembly. I must also commend our special guest speakers – Elijah Hooper with his Acknowledgment of Country, Mr Moroney for his reading of the special poem and James Berrett for his beautifully read Anzac story - his confidence and delivery was impactful and certainly brought a tear to my eye. Thanks - must go to Stacey Thomasen for all of the planning and work with our leaders and guest speakers to ensure such a high-quality assembly. Thank you also, to those families who brought students along to represent our school in the community Anzac Ceremony on the morning of Anzac Day.

Containers for Change:

Recycled Containers at Sherwood SS! In conjunction with X-Change Container Recycling Rocklea and Containers for Change, Sherwood State School can now make a positive change by recycling our used containers and at the same time raise money for our school (10c per eligible container)!

Collect your eligible, recyclable containers, then drop them off at either our Sherwood State School collection bin, at X-Change Container Recycling Rocklea or at another container refund point.

If you drop your recyclable containers at a container refund point, please remember to use our Containers for Change Scheme ID (C10455227) so that the funds can go directly to Sherwood State School.

Things to note ...

- Our Containers for Change Scheme ID is C10455227
- Our collection bins are located on the school grounds. We have one yellow bin which is located in the quadrangle area during school hours – please contact us if you need access to the bin or our larger collection bag outside of school hours.
- It is encouraged for eligible containers to have lids removed before recycling, if possible.
- Further information about container recycling can be found at <https://www.containersforchange.com.au/qld/>

Items of importance in our term 2 calendar:

- Staff working together on moderation of Term 1 English assessment task – in a twilight session on Thursday 29th April
- Harmony Day on Friday 30th April – where traditional costume of ancestors or simply wear ORANGE for Harmony Day
- Wednesday 5th May – Free dress to raise cash for the Family Fun Day – gold coin required
- Thursday 6th May – Crazy Hair Day – gold coin donation required, with money going to the Leukemia Foundation
- Saturday 8th May – FAMILY FUN DAY
- Week 5 – NAPLAN for year 3 & 5
- Week 10 – reports go home to families

Staffing adjustments or updates:

- Welcome to Tania Venuto – who has joined our leadership team as Acting Head of Department, Curriculum for term 2 & 3.
- Katie McDonald (BSM) seconded to Amberley District SS for the rest of term 2.
- Mrs Emmalee Hoyer will return full time teaching of 6HP, from maternity leave, during week 10 of this term