



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday July 26th 2021, 7:30pm, Staff Room

Attendance: David S, Meagan Z, Amanda H, Lisa S, Kylie M, Robyn H, Karen G, Rohan R, Jenny D

Apologies: Helen J, Alex B, Sophia F, Nicole J, Lauren B, Alisha K, Liddell M, Kathy W

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

- Meeting opened at 7.33.
- Welcome to Country

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

2. Correspondence and Minutes

• **Correspondence**

- No correspondence of note.

• **Actions from Previous Meeting**

• **Outstanding:**

- Related to CommBiz: ***(all actions still ongoing)*** all still in progress
 - 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). *Underway, but still in progress.*
- Close out School24 (David) *Closure has been implemented but will take time to finalise all accounts. As process will continue now closure is underway, this action is considered completed.*
- Investigate ways to improve P&C's profile and identify projects that the P&C has carried out/assisted with (David, Meagan, school admin). *FB page has been started and publicised in newsletter. Suggestion regarding using Instagram as well – to consider in the future (if we can set up automatic cross-posting). Action closed.*

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



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3. Treasurer's Report

- See attached reports P&L.
- Profitable across all areas. Some small reconciliation to be done for June.

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

4. Subcommittee Reports:

a. Uniform Shop

- Not much to report – still waiting on Term 2 invoice from Wearito and second-hand sales data from School.

b. Tuckshop

- Motion raised to add a debit card to the tuck shop account to streamline bill paying. This will be moved/seconded at the end of the subcommittee report section.
- Alisha is job sharing with Kelly.
- Can always do with more volunteers. Can consider providing paid option if necessary.
- Risk assessment to be finalised – hot zone in tuckshop and knife blocks to be purchased. **Action: to follow up with Alisha/Kelly.**
- Tuckshop treasurer was an apology for the meeting, and report was received after the meeting. Report was not presented to the meeting but is **attached** to these minutes.

c. Sharks

- Committee meeting on Thursday last week.
- Pool opens for lessons 16 August.
- Getting a quote for swimmers with Sharks logo.

d. OSHC

- **See attached report.**
- New fees started in term 3.
- Update to documentation.
- Thanks to P&C for the lighting over the stairs and painting the office.
- Kim taken on role improving afternoon tea. Soups, pastas, etc. Well received.



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- Monique doing a great job with the programming.
- Feedback from Amanda and P&C – OSHC hall is looking amazing – extra art work, kids are outside earlier, all seems to be working well and kids are enjoying it. FB updates are great.
- Advertising for educators. 2022 enrolments being worked on.

e. Fete

- No report.

f. Sherwood Arrows

- No report. Trivia night this weekend.
- Arrows report was received after the meeting and was not presented on the night. Report **is attached** to the minutes.

g. Music and Arts

- No report.

(All reports Moved: Robyn / Second: Karen – Reports accepted, and motion to add a debit card to tuck shop account carried)

5. Principal's Report (see attached)

- Enrolments gone up.
- School survey out – please respond.
- Plan have stair lift installed near Yr 1 classrooms (this year), elevator down to oval from tree house in 2023 to assist students with mobility issues.

6. Business Arising

- Items to be ratified
 - OSHC office painting \$950 (moved Kylie, seconded Robyn)
- Nominations for P&C Executive
 - Vice-President: Kylie nominated by David, seconded by Lisa
 - Treasurer: Karen nominated by David, seconded Robyn
 - Two new executives to be added as signatories to bank accounts/CommBiz (motion to be passed at end of business arising)
 - Kylie has a Blue Card, Karen will apply for a new one. David to send through paperwork.



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- Full Executive Committee as at July 2021:
 - President – David Smithson (returning) – elected in April AGM
 - Vice-President – Kylie MacFarlane – elected in July meeting
 - Treasurer – Karen Graham – elected in July meeting
 - Secretary – Meagan Ladhams Zieba (returning) – elected in April AGM
- Blue Card renewal payments – will P&C be willing to pay the cost of renewal for our paid employees? Includes Swim club, uniform shop, OSHC, \$90 each three year. Approximately 25 – 30 employees. Discussion suggested a 12 month trial with review in July 2022. (Motion to be passed at end of business arising).

(Moved: David / Second: Robyn – Motions to accept nominations of Kylie MacFarlane (Vice President) and Karen Graham (Treasurer) to P&C Executive and add as bank signatories; and to a 12 month trial of paying Blue Card renewal fees 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).
- Blue card paperwork to Karen; P&C Exec paperwork to be completed and add Karen and Kylie to bank account signatories (P&C Exec)
- Add a debit card to Tuckshop bank account (P&C Exec)
- Implement 12 month trial of Blue Card renewal fees payment (David, Meagan)
- Follow up with TuckShop re: hot-zone work, new knife blocks from risk assessment (Meagan)

7. New Membership Accepted

- Jenny Dunn; Rohan Reisener

8. Close Meeting: 8:19pm

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

The next P&C meeting will be held at 7.30pm on Monday August 30th in the School Administration Block.

Profit and Loss

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

	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
Income						
Canteen - Edimensions Pty Ltd	-	-	-	1,261	-	1,261
Canteen - Qkr Sales	-	-	-	10,451	-	10,451
Child Care Fees	65,953	-	-	-	-	65,953
Fundraising Income	-	71,388	-	-	-	71,388
Interest Income	-	3	-	-	10	12
Uniform - Clothing Sales	-	-	-	-	4,023	4,023
Uniform - Secondhand Uniform Sales	-	-	-	-	45	45
Total Income	65,953	71,391	-	11,712	4,078	153,133
Less Cost of Sales						
Canteen - Purchases	-	-	-	9,384	-	9,384
Care Expenses - Arts & Craft	268	-	-	-	-	268
Care Expenses - Food & Groceries	1,321	-	-	-	-	1,321
Care Expenses - Games & Equipment	328	-	-	-	-	328
Pool - Carnival/Awards/Trophies	-	-	22	-	-	22
Total Cost of Sales	1,917	-	22	9,384	-	11,323
Gross Profit	64,036	71,391	(22)	2,328	4,078	141,810
Less Operating Expenses						
Bank Fees	17	367	-	-	-	384
Bookkeeping Expenses	-	414	-	-	-	414
Computer Expenses	108	-	-	-	-	108
Employment Expenses	447	-	15	5	-	467
Expensed Equipment	-	-	-	2,099	-	2,099
Fundraising Expenses	-	28,885	-	-	-	28,885
General Expenses	57	3,590	-	-	-	3,647
Insurance	-	138	-	-	-	138
Office Expenses	475	-	-	-	-	475
Printing & Stationery	557	-	-	-	-	557
Repairs and Maintenance	-	-	-	761	-	761
Staff Amenities	28	-	-	-	-	28
Stripe Fees	-	4	-	-	-	4
Subscriptions	847	-	120	-	-	967
Superannuation	6,425	-	673	475	-	7,574
Telephone & Internet	1,214	-	-	-	-	1,214
Wages and Salaries	69,594	-	7,507	5,001	-	82,101
Total Operating Expenses	79,770	33,399	8,315	8,341	-	129,824

Profit and Loss

	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
Net Profit	(15,734)	37,992	(8,337)	(6,013)	4,078	11,987

Profit and Loss

Sherwood State School P&C Association All Services 1 June 2021 to 30 June 2021

	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
Income						
Canteen - Edimensions Pty Ltd	-	-	-	642	-	642
Canteen - Qkr Sales	-	-	-	12,122	-	12,122
Child Care Fees	83,418	-	-	-	-	83,418
Interest Income	-	4	-	-	9	13
Uniform - Secondhand Uniform Sales	-	-	-	-	340	340
Total Income	83,418	4	-	12,764	349	96,534
Less Cost of Sales						
Canteen - Purchases	-	-	-	6,470	-	6,470
Care Expenses - Arts & Craft	125	-	-	-	-	125
Care Expenses - Excursions & Incursions	1,742	-	-	-	-	1,742
Care Expenses - Food & Groceries	1,869	-	-	-	-	1,869
Care Expenses - Games & Equipment	338	-	-	-	-	338
Total Cost of Sales	4,073	-	-	6,470	-	10,542
Gross Profit	79,345	4	-	6,294	349	85,992
Less Operating Expenses						
Bank Fees	-	29	-	380	-	409
Bookkeeping Expenses	-	414	-	-	-	414
Employment Expenses	207	-	-	-	-	207
General Expenses	883	-	-	-	-	883
Office Expenses	218	-	-	-	-	218
Printing & Stationery	400	-	-	-	-	400
Staff Amenities	155	-	-	-	-	155
Stripe Fees	-	71	-	-	-	71
Subscriptions	332	-	130	-	-	461
Superannuation	4,359	-	-	426	-	4,785
Telephone & Internet	420	-	-	-	-	420
Training	282	-	-	-	-	282
Wages and Salaries	46,344	-	-	4,482	-	50,826
Total Operating Expenses	53,600	513	130	5,287	-	59,530
Net Profit	25,744	(509)	(130)	1,007	349	26,462

Profit and Loss

Sherwood State School P&C Association For the month ended 31 July 2021

	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	YTD
Income								
Canteen - Counter Sales	-	-	-	-	-	-	1,129	1,129
Canteen - Edimensions Pty Ltd	-	642	1,261	1,332	10,641	4,515	-	18,391
Canteen - Qkr Sales	6,724	12,122	10,451	2,877	-	-	-	32,174
Canteen - Students Direct	-	-	-	(11)	140	40	140	309
Child Care Fees	69,228	83,418	65,953	71,937	81,482	61,509	59,129	492,656
Fundraising Income	-	-	71,388	9,510	2,439	-	-	83,337
Interest Income	4	13	12	12	12	11	12	76
Miscellaneous Income	-	-	-	-	-	-	-	-
Pool - Club Membership	-	-	-	-	200	871	802	1,873
Pool - Squad Income	105	-	-	1,812	735	2,819	12,507	17,978
Pool - Squirts Income	-	-	-	639	1,324	567	6,178	8,707
Pool - Swim Club Canteen	-	-	-	3	1,894	1,525	-	3,422
Rebates	5,599	-	-	-	-	-	-	5,599
Sponsorship Income	-	-	-	7,150	-	1,210	-	8,360
Uniform - Clothing Sales	-	-	4,023	4,023	-	2,741	-	10,787
Uniform - Secondhand Uniform Sales	30	340	45	-	-	475	-	890
Total Income	81,690	96,534	153,133	99,284	98,868	76,284	79,896	685,690
Less Cost of Sales								
Canteen - Purchases	3,446	6,470	9,384	3,853	6,420	3,677	-	33,250

Profit and Loss

	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	YTD
Care Expenses - Arts & Craft	40	125	268	-	289	487	-	1,209
Care Expenses - Excursions & Incursions	1,962	1,742	-	3,338	108	1,514	851	9,513
Care Expenses - Food & Groceries	1,416	1,869	1,321	1,702	1,571	2,550	-	10,429
Care Expenses - Games & Equipment	233	338	328	1,763	275	1,341	1,693	5,970
Pool - Canteen Supplies	-	-	-	311	-	730	-	1,040
Pool - Carnival/Awards/Trophies	-	-	22	-	-	-	-	22
Pool - Repairs & Maint - Pool Cleaning	-	-	-	-	-	880	-	880
Total Cost of Sales	7,096	10,542	11,323	10,967	8,663	11,178	2,543	62,314
Gross Profit	74,593	85,992	141,810	88,316	90,205	65,106	77,353	623,376
Less Operating Expenses								
Audit Fee	-	-	-	1,800	-	-	-	1,800
Bank Fees	323	409	384	133	76	143	384	1,853
Bookkeeping Expenses	414	414	414	414	414	414	414	2,896
Cleaning	-	-	-	144	-	-	-	144
Computer Expenses	-	-	108	-	-	-	-	108
Contributions to School	-	-	-	-	-	-	93	93
Employment Expenses	149	207	467	361	-	-	2,062	3,246
Expensed Equipment	-	-	2,099	-	-	-	-	2,099
Fundraising Expenses	-	-	28,885	8,717	1,675	-	-	39,277
General Expenses	581	883	3,647	-	788	912	290	7,101
Insurance	-	-	138	-	-	-	-	138
Membership Fees	-	-	-	2,769	-	-	655	3,424
Office Expenses	979	218	475	150	-	-	168	1,990
Printing & Stationery	407	400	557	1,506	1,358	321	129	4,679

Profit and Loss

	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	YTD
Repairs and Maintenance	-	-	761	-	-	-	900	1,661
Staff Amenities	169	155	28	-	-	-	-	353
Stripe Fees	-	71	4	-	-	-	-	75
Subscriptions	701	461	967	950	678	891	756	5,403
Superannuation	5,061	4,785	7,574	4,867	5,286	4,987	3,877	36,437
Telephone & Internet	141	420	1,214	405	405	409	975	3,967
Training	291	282	-	2,182	-	586	-	3,341
Wages and Salaries	50,733	50,826	82,101	52,975	58,344	58,744	41,453	395,176
Total Operating Expenses	59,949	59,530	129,824	77,372	69,025	67,407	52,155	515,261
Net Profit	14,644	26,462	11,987	10,945	21,180	(2,301)	25,198	108,115

Balance Sheet

Sherwood State School P&C Association As at 26 July 2021

26 JUL 2021

Assets

Bank

BOQ Bus Chq - Uniform Shop	76,708.13
Cheque Account - OHSC	189,327.02
OHSC CBA MasterCard Visa Debit	1,866.04
OHSC Petty Cash Imprest	149.60
P&C Prepaid MasterCard	702.45
Sherwood SS - Swim Club	26,497.78
Sherwood SS - Tuckshop	1,415.79
Sherwood SS Arrows A/c	12,689.58
Sherwood SS P & C Building Fun	4,179.15
Sherwood SS P & C Cheque A/c	128,349.87
Sherwood SS Savings	434,057.24
Total Bank	875,942.65

Current Assets

Accounts Receivable	4,227.30
Inventory - Clothing	(5,699.55)
Petty Cash on hand	(94.38)
Stock - Clothing	5,699.55
Swimclub Canteen Float	1,202.00
Term Deposit	15,616.50
Total Current Assets	20,951.42

Total Assets

896,894.07

Liabilities

Current Liabilities

Accounts Payable	12,125.86
Canteen - School24 Parent Balance	(427.75)
GST	(18,562.47)
Income Tax Payable	(295,942.78)
Overpaid Fees	1,110.48
PAYG Withholdings Payable	325,691.94
Superannuation Payable	22,231.30
Wages Payable - Payroll	13,253.61
Total Current Liabilities	59,480.19

Total Liabilities

59,480.19

Net Assets

837,413.88

Equity

Current Year Earnings	108,114.56
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Balance Sheet

26 JUL 2021

Retained Earnings	729,299.32
Total Equity	837,413.88

Tuckshop Treasurer – P&C Meeting 26th July 2021

Sales have been strong for June and July at \$13k and \$10k respectively. This compares to \$9k and \$5k for the same time last year when we were only running at 3 days per week.

With the 5 day opening times comes higher wages and purchase costs – both of which are above budget for the year. We believe that efficiencies will be created in the second half of the year and we will be doing a cost analysis of products and packaging to see where we can improve. We're sitting at a loss for the 7 months of \$3,903, but we believe we will make that up over the rest of 2021 and achieve our goal of providing a great service to families and breaking even.

Profit and Loss									
Sherwood State School P&C Association									
Tuckshop									
For the month ended 31 July 2021									
	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	\$1,129.15	\$1,129.15	
Canteen - Edimensions Pty Lt	\$0.00	\$642.10	\$1,260.65	\$1,331.80	\$10,641.25	\$4,515.15	\$0.00	\$18,390.95	
Canteen - Qkr Sales	\$10,450.00	\$12,443.00	\$10,165.00	\$2,806.00	\$0.00	\$0.00	\$0.00	\$35,864.00	
Canteen - Students Direct	\$0.00	\$0.00	\$0.00	-\$10.65	\$140.00	\$40.00	\$140.00	\$309.35	
Total Income	\$10,450.00	\$13,085.10	\$11,425.65	\$4,127.15	\$10,781.25	\$4,555.15	\$1,269.15	\$55,693.45	\$38,995.00
Less Cost of Sales									
Canteen - Purchases	\$3,446.29	\$6,469.60	\$9,383.69	\$2,715.18	\$5,474.57	\$3,677.47	\$0.00	\$31,166.80	
Total Cost of Sales	\$3,446.29	\$6,469.60	\$9,383.69	\$2,715.18	\$5,474.57	\$3,677.47	\$0.00	\$31,166.80	\$15,919.00
Gross Profit	\$7,003.71	\$6,615.50	\$2,041.96	\$1,411.97	\$5,306.68	\$877.68	\$1,269.15	\$24,526.65	\$23,076.00
Less Operating Expenses									
Employment Expenses	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
Expensed Equipment	\$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	\$157.85	\$0.00	\$157.85	
Repairs and Maintenance	\$0.00	\$0.00	\$760.68	\$0.00	\$0.00	\$0.00	\$0.00	\$760.68	
Superannuation	\$184.02	\$425.77	\$475.11	\$127.59	\$303.81	\$174.81	\$0.00	\$1,691.11	\$1,649.00
Wages and Salaries	\$1,840.16	\$4,481.68	\$5,001.08	\$1,343.02	\$4,273.22	\$6,776.95	\$0.00	\$23,716.11	\$18,441.00
Total Operating Expenses	\$2,024.18	\$4,907.45	\$8,340.87	\$1,470.61	\$4,577.03	\$7,109.61	\$0.00	\$28,429.75	\$22,590.00
Net Profit	\$4,979.53	\$1,708.05	-\$6,298.91	-\$58.64	\$729.65	-\$6,231.93	\$1,269.15	-\$3,903.10	\$486.00

P&C OSHC Report – Monday July 26th

Policies – New fees and policies rolled out at the beginning of Term 3. Changes have been mostly well received by families. Currently updating both our Family and Staff Handbooks.

Improvements – thanks to the P&C for the outdoor lighting on the staircase to the Old Hall and the office paintjob. Kim’s revised afternoon tea menu has been very well-received and we have a much more robust program in place for activities, thanks to Monique. More updates to the offices coming soon!

Staff – advertising for Educators again. One staff member leaving, another on placement soon and lots of gaps to fill in the schedules with our uni student’s commitments.

2022 Enrolments – starting to work on 2022 enrolments, revising re-enrolment process and will be speaking at the schools’ Prep Transitional Days in September. Prep enrolments open Oct 25th so existing families will be accommodated prior to opening up any bookings to new families.

Lisa Scollo
OSHC Manager
Sherwood State School

Monday 26th July 2021

Sherwood Arrows Skipping Report

- ✓ Trivia Night this SATURDAY 31st July
26 Tables booked for the night. Highest no of tables for a few years.

- ✓ Skipping Demonstrations and Tour
Heart Foundation are looking into schools that we can visit on a tour for week 10 – Double,
Triple Fingers Crossed!

- ✓ Accounts: everything is good, there will be movement in the next fortnight with profits and
reimbursements from Trivia Night.

Thanks

Kathy Winks

(Sherwood Arrows President)



Principal's Report – P & C Meeting Monday 26th July 2021

Enrolments: 650

Bank Statement - Cash at Bank: \$370,637.85

1. We value your feedback - School Opinion Survey SOS IS OPEN.

- An invitation to complete the Parent/Caregiver Survey was emailed to one parent/caregiver per family in the week beginning 5 July.
- The invitation was sent from the Department of Education, not the school, and it will have the subject line School Opinion Survey for parents and caregivers, 2021.
- Check your junk email folders if you can't find it.
- The survey can be completed using a computer, tablet or smart phone.
- Parents/caregivers who do not have access to the internet at home are welcome to complete their survey online at the school. School computers/tablets will be available.

15 July – 30 July SOS 2021 collection period

2. Nathan Wallis IS/WAS coming to Sherwood State School in September!

- **This may be in jeopardy due to the closing of the travel bubble with NZ**
- parents have an opportunity to attend a presentation on Thursday 2nd September in our school hall. His presentation will be [The Developing Brain: The Big Picture](#) (A summary of all of his talks)

3. BYOD iPad program 2022

- Thank you to all of the parents who attended our open iPad classrooms this week. This time allowed parents to see our year 2 students and teachers engaging with their iPads in our classrooms. There was also time afterwards for questions and discussion.
- Next news letter we will address some commonly asked questions and also add some research article information we feel may be useful
- Sherwood is moving into the NAPLAN Online space for our year 3 and 5 students in 2022.
 - Preparation for this is underway, and it includes ensuring all of our students become familiar with navigating the tools and settings on an iPad.
 - We will be working with our teachers and students to ensure we are best prepared for this new process for next year. (Those students in our year 2 iPad classes are certainly ahead of the game with their preparation.)
- **An Expression of Interest will be sent home, in week 5, to all of our year 1 families as well as our families in the non-iPad classes in year 2 & 3**

4. Infrastructure Update –

- Hall upgrade/ OSHC upgrade has moved to next phase – with region working with teams to decide on which option is most cost and location effective
- School has also been awarded a SIE (School Infrastructure Enhancement) project – they will refurbish 2 classrooms (possibly even 4?classrooms) over the Christmas holiday break. We have nominated A block – which currently is

where 2 year 6 classes are located. They may also do some cosmetic upgrades (paint, carpet, lights, fans) in B block too depending how the budget goes

5. Some items on our radar at school:

- **Staffing, enrolment numbers, class types**
- **Class formulation for 2022 – improving the process**
- **School leaders process for 2022**
- **Discussion around - Homework Policy, use of diaries, 1:1 iPad classes, NAPLAN online**

6. Key items in our Term 3 calendar:

- **NCCD Data Collection this week (Nationally Consistent Collection of Data) week 3**
- **WestCent Music camp and concert week 3**
- **Sherwood Arrows Trivia Night week 3**
- **Ekka Holiday on Wednesday 11th August**
- **NAPLAN online readiness testing week 6 or 7**
- **Year 6 camp week 7**
- **PFD Friday 3rd September**

7. Staffing adjustments or updates:

- **Katie McDonald (BSM) relieving above level at Yeronga High for the rest of the year – Sarah Reed has now moved to Amberley District relieving above level for the rest of the year. We interviewed for a new Acting BM last week. Kelly Midgley will start in this role from Wednesday 28th.**

NB: Next meeting the “Early Years Outdoor Development Team’ would like to attend the P & C Meeting to present their proposal to you to seek possible funding