



464 Oxley Rd, Sherwood Qld 4075

[exec@sherwoodpandc.org.au](mailto:exec@sherwoodpandc.org.au)

**SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.**

Monday October 25<sup>th</sup>, 2021, 7:30pm, Administration Building

**Attendance: David S, Karen G, Meagan Z, Karen C, Liz H, Lauren B, Alisha K, Jo C, Amanda H, Helen J, Cam M, Kathy W, Jenny D, Rohan R**

**Apologies: Alex B, Lisa S, Liddell M, Sophia F, Kylie M**

**1. President to open Meeting – 7:31pm / Attendance and Apologies**

- Acknowledgement to Country

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

**2. Correspondence and Minutes**

- **Correspondence**

- Nothing of note
- Debit card for Tuckshop account organised and arrived

- **Actions from Previous Meeting**

- **Outstanding:**
  - Related to CommBiz:
    - 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)  
*All completed; Action closed*
  - Update on Tuck Shop hot zone work (Alisha) Not using second oven; just waiting on quotes, etc.
- Finalise Karen's Blue Card paperwork/link to P&C (David) *Completed; action closed.*

*(Moved: Karen / Second: Lauren – Motion carried)*

### 3. Presentation on P – 2 Playground (Liz and Karen)

- Presented overall picture of what the playspace would look like. Current Prep-2 playground to be removed as part of the OSHC building upgrade. Looking at replacing the Prep-2 playground in the central area of the space. Would integrate with the bike track and other aspects around the area.
- Discussion: Questions around soft-fall – less dusty options? Identify/prioritise spending (current items include OSHC upgrade, Playground, bike track, swimming pool). Discussion around amenities blocks that are in drop-in buildings (ie, dongas etc), Rohan R to assist/review from engineering perspective.
- Proposal: Commit to \$130K for a budget for a new playground for the Prep – 2 area. **Motion to commit this funding. Motion raised – David; seconded: Robyn ; Motion passed.**

### 4. Treasurer's Report

- Have been waiting on Karen's blue card to give her access to this. This was received recently and David has started handing over. David has completed P&L reports for this month. See attached docs. OSHC is making a decent surplus. Swim club loss doesn't include about \$10K of PE costs. (related to parents paying for swimming lessons, P&C making contributions).

*(Moved: David Lauren/ Second: Alisha – Motion carried)*

### 5. Subcommittee Reports:

#### a. Uniform Shop

- See attached report. Report presented by Secretary on behalf of Subcommittee.

#### b. Tuckshop

- YTD loss of \$7K. Mostly around wages.
- Tuckshop to close for week 10 (for cleaning etc). Starting week 1 in 2022.

#### c. Sharks

- Subcommittee annual meeting – subcommittee is Allison, Bruce, Cam, Jenny
- Pressing challenge – down on the spots offered and down on numbers.
- As a committee, appointed a new head coach – Jeff Lee. Turn over of some staff. Kids/families are coming back after this.
- Currently have a gap in the Learn to Swim program, wanting to put together a program for this.
- Maintenance issues – Electrical work.
- Competitive swimming back up.
- Site survey needs to be done for grants, etc. Will need to have funding available to cover this cost. **Action: quote for survey**



# P&C Association

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- Upgrade/cleaning etc to be done at end of Term 1. Change to salt-water chlorinator
  - Idea for all-year swimming – would need to look at heating, mats, system to draw out mats, etc.
- d. OSHC
- See attached report. Report presented by Secretary on behalf of OSHC Manager.
- e. Fete
- Meeting next week – Tuesday. Looking at mentoring new parents to replace outgoing members.
  - Looking at quotes for rides. Will ask for November P&C meeting for funds to cover fete prep/set-up costs.
- f. Sherwood Arrows
- Report presented prior to Treasurer's report.
  - Successful skipping tour in last week of Term 3. Drove to Warwick, Toowoomba, Oakey, Dalby, Bundaberg, Maryborough. Over 1200kms. Thank you to the second car Melissa and Penny and to David Hass. Video has been made, can be put up on the school/P&C website, in the office.
  - Trivia Night – great night, 25 tables originally, ended up with 18. Raised about \$4.5k. TBC at next meeting.
- g. Music and Arts
- End-of-year performances (choir and instrumental) to be held in November. To contact Rebecca Starr to determine assistance required.

(All reports Moved: Robyn/ Second: Lauren – Reports accepted, and motions carried)

## 6. Principal's Report (see attached)

- Need to endorse SRS and E4L Prep - \$240, rest \$225 **Motion raised to endorse cost of SRS and E4L: David; second: Karen. Motion passed.**
- Homework committee: endorse the new send-home stuff and assignment work. Happy for it to go through.
- iPad class discussion
- School leadership discussion

## 7. Business Arising

- Items to be ratified
  - Electrical work and items for pool (~\$6K)
  - Gifts/breakfast for World Educators' Day (~\$3K)



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- Motion raised for items to be ratified (to be done at end of Business arising)
- Colour Run
  - P&C and the school running this. Dec 3. Funds raised go towards new furniture for the grade three classrooms (desks).
  - Might be nice to do an afternoon BBQ and use the inflatable things. P&C to cover costs up to \$1.5k. Use the soft drinks left over from the fete.  
Motion raised for P&C to support costs of BBQ: Rohan, second: Alisha. Motion passed.
- Update on Building Works
  - Done in Principal's report.

*(Moved: Alisha/ Second: Lauren – Motions carried including ratifications)*

## **Actions**

- **Outstanding:**
  - Related to CommBiz:
    - 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).
  - Update on Tuck Shop hot zone work (Alisha)
- Quote for pool survey prior to building works (Sherwood Sharks subcommittee)

## **8. New Membership Accepted**

- No new membership.

## **9. Close Meeting: 9.25pm**

*(Moved: Robyn / Second: Karen – Motion carried)*

**The next P&C meeting will be held at 7.30pm on Monday November 29<sup>th</sup> 2021 in the School Administration Building. The November meeting will be the last P&C meeting of 2021.**

# Profit and Loss

## Sherwood State School P&C Association All Services 1 January 2021 to 30 September 2021

	Arrows	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
<b>Income</b>							
Canteen - Counter Sales	-	-	-	-	1,129	-	1,129
Canteen - Edimensions Pty Ltd	-	-	-	-	18,391	-	18,391
Canteen - Qkr Sales	-	-	-	-	56,615	-	56,615
Canteen - Students Direct	-	-	-	-	309	-	309
Child Care Fees	-	696,698	-	-	-	-	696,698
Fundraising Income	-	-	83,337	-	-	-	83,337
Interest Income	-	-	28	-	-	84	112
Miscellaneous Income	-	-	-	-	-	-	-
Pool - Club Membership	-	-	-	2,418	-	-	2,418
Pool - Squad Income	-	-	-	27,988	-	-	27,988
Pool - Squirts Income	-	-	-	15,163	-	-	15,163
Pool - Swim Club Canteen	-	-	-	3,422	-	-	3,422
Pool - Swim Train	-	-	-	(447)	-	-	(447)
Rebates	-	5,599	-	-	-	-	5,599
Sponsorship Income	-	-	8,360	-	-	-	8,360
Uniform - Clothing Sales	-	-	-	-	-	8,411	8,411
Uniform - Secondhand Uniform Sales	-	-	-	-	-	1,010	1,010
<b>Total Income</b>	-	<b>702,297</b>	<b>91,725</b>	<b>48,545</b>	<b>76,445</b>	<b>9,506</b>	<b>928,518</b>
<b>Less Cost of Sales</b>							
Canteen - Purchases	-	-	-	2,084	44,412	-	46,496
Care Expenses - Arts & Craft	-	1,647	-	-	-	-	1,647
Care Expenses - Excursions & Incursions	-	11,430	-	-	-	-	11,430
Care Expenses - Food & Groceries	-	13,649	-	-	-	-	13,649
Care Expenses - Games & Equipment	-	5,791	-	-	-	-	5,791
Pool - Canteen Supplies	-	-	-	1,040	-	-	1,040
Pool - Carnival/Awards/Trophies	-	-	-	22	-	-	22
Pool - Repairs & Maint - Pool Cleaning	-	-	-	880	-	-	880
<b>Total Cost of Sales</b>	-	<b>32,517</b>	-	<b>4,026</b>	<b>44,412</b>	-	<b>80,955</b>
<b>Gross Profit</b>	-	<b>669,781</b>	<b>91,725</b>	<b>44,519</b>	<b>32,033</b>	<b>9,506</b>	<b>847,563</b>
<b>Less Operating Expenses</b>							
Audit Fee	-	-	1,800	-	-	-	1,800
Bank Fees	-	54	626	831	1,183	-	2,694
Bookkeeping Expenses	-	-	3,724	-	-	-	3,724
Cleaning	-	144	-	98	-	-	242

# Profit and Loss

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	Arrows	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
Computer Expenses	-	108	-	-	-	-	108
Contributions to School	-	-	4,534	-	-	-	4,534
Employment Expenses	-	3,545	-	542	5	-	4,092
Expensed Equipment	-	-	-	-	2,099	-	2,099
Fundraising Expenses	-	-	39,277	-	-	-	39,277
General Expenses	1,292	2,904	3,590	449	158	-	8,393
Insurance	-	3,152	138	525	263	-	4,078
Membership Fees	-	655	2,769	-	-	-	3,424
Office Expenses	-	2,180	-	-	-	-	2,180
Printing & Stationery	-	4,848	-	-	-	-	4,848
Repairs and Maintenance	-	-	-	900	761	-	1,661
Staff Amenities	-	353	-	-	-	-	353
Stripe Fees	-	-	104	-	-	-	104
Subscriptions	-	5,577	-	1,104	-	-	6,681
Superannuation	-	40,521	-	3,864	2,404	-	46,790
Telephone & Internet	-	4,351	-	-	-	-	4,351
Training	-	3,377	-	545	-	-	3,923
Wages and Salaries	-	427,731	-	42,269	32,759	-	502,758
<b>Total Operating Expenses</b>	<b>1,292</b>	<b>499,498</b>	<b>56,562</b>	<b>51,128</b>	<b>39,631</b>	<b>-</b>	<b>648,111</b>
<b>Net Profit</b>	<b>(1,292)</b>	<b>170,282</b>	<b>35,163</b>	<b>(6,609)</b>	<b>(7,599)</b>	<b>9,506</b>	<b>199,452</b>

# Profit and Loss

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

	Arrows	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
<b>Income</b>							
Canteen - Qkr Sales	-	-	-	-	9,355	-	9,355
Child Care Fees	-	92,033	-	-	-	-	92,033
Interest Income	-	-	4	-	-	9	13
Pool - Club Membership	-	-	-	545	-	-	545
Pool - Squad Income	-	-	-	7,441	-	-	7,441
Pool - Squirts Income	-	-	-	6,104	-	-	6,104
Pool - Swim Train	-	-	-	(447)	-	-	(447)
Uniform - Secondhand Uniform Sales	-	-	-	-	-	110	110
<b>Total Income</b>	-	<b>92,033</b>	<b>4</b>	<b>13,643</b>	<b>9,355</b>	<b>119</b>	<b>115,154</b>
<b>Less Cost of Sales</b>							
Canteen - Purchases	-	-	-	-	3,678	-	3,678
Care Expenses - Excursions & Incursions	-	1,917	-	-	-	-	1,917
Care Expenses - Food & Groceries	-	1,262	-	-	-	-	1,262
Care Expenses - Games & Equipment	-	167	-	-	-	-	167
<b>Total Cost of Sales</b>	-	<b>3,346</b>	-	-	<b>3,678</b>	-	<b>7,024</b>
<b>Gross Profit</b>	-	<b>88,687</b>	<b>4</b>	<b>13,643</b>	<b>5,677</b>	<b>119</b>	<b>108,130</b>
<b>Less Operating Expenses</b>							
Bank Fees	-	-	27	216	270	-	514
Bookkeeping Expenses	-	-	414	-	-	-	414
Cleaning	-	-	-	98	-	-	98
Employment Expenses	-	160	-	-	-	-	160
General Expenses	1,292	-	-	-	-	-	1,292
Insurance	-	3,152	-	525	263	-	3,940
Office Expenses	-	85	-	-	-	-	85
Printing & Stationery	-	383	-	-	-	-	383
Stripe Fees	-	-	29	-	-	-	29
Subscriptions	-	487	-	119	-	-	605
Superannuation	-	4,736	-	562	369	-	5,667
Telephone & Internet	-	599	-	-	-	-	599
Training	-	2,473	-	-	-	-	2,473
Wages and Salaries	-	47,987	-	5,623	5,600	-	59,210
<b>Total Operating Expenses</b>	<b>1,292</b>	<b>60,060</b>	<b>470</b>	<b>7,143</b>	<b>6,502</b>	-	<b>75,467</b>
<b>Net Profit</b>	<b>(1,292)</b>	<b>28,626</b>	<b>(466)</b>	<b>6,500</b>	<b>(824)</b>	<b>119</b>	<b>32,663</b>

**Sherwood State School**  
**Uniform Shop Committee Report**  
**P & C Meeting – 25/10/2021**

President: Sophia Finter

Treasurer: Alex Bron

**Sherwood State School Uniform Shop**

- Bank Statement Balance as at 23<sup>th</sup> October 2021 is \$75,996.33
- The invoice for term 3 was issued 24<sup>th</sup> October for \$ 1,198.44.

**Second Hand Sales**

- Second hand sales are now being transferred directly into the P&C main bank account. So we have reduced visibility on this figure.

**General**

- Seniors shirt will be upon us again. So we will work with Kendall to step through this process.



## **P&C OSHC Report – Monday 25<sup>th</sup> October**

**2022 Enrolments** – prep enrolments opened this morning but we were already on a waitlist with existing family's bookings. Have now processed about half of prep enrolments and are full Tu/We/Th ASC, anticipate Mon/Fri full soon. BSC has 10-15 spots remaining currently.

Plan to send an email ASAP to remind all families we cannot do holds on bookings. They should not be holding a spot if they do not believe they will need it. Some families may not get any ASC spots at this stage.

**Vacation Care** – Dec/Jan plan finalised, awaiting approval to send out. Bookings to open in Week 5.

**OSHC Parent Committee Meeting** – our first meeting will be held Monday Nov 8<sup>th</sup> at 5pm. The purpose of the group is to collect family perspectives and ideas to improve quality. It will give families a chance to provide constructive feedback, express concerns or bring new ideas.

**Renovations** – working through which spaces we can access during vac care and into Term 1. Pack up will need to begin in about a month. Awaiting more details as to storage containers/office access etc.

Lisa Scollo  
OSHC Manager  
Sherwood State School



**Principal’s Report – P & C Meeting Monday 25th October 2021**

**Enrolments: 661**

**Bank Statement - Cash at Bank: \$383,233.95**

**Endorsement required** – from the P & C for our 2022 School Resource Scheme (SRS) and Essentials for Learning (E4L)

**All things IT**

- Our orange card holder – Mana K is back with us after her matt leave
- iPad classes for 2022

<b>Year 2 - 2022</b>	<b>Year 3 for 2022</b>	<b>Year 4 for 2022</b>
<b>3 x 1:1 iPad classes</b>	<b>4 x blended iPad classes</b> <ul style="list-style-type: none"> <li>• <b>Students from year 3 iPad classes (or those now opting in) will bring their own iPad for use at school</b></li> <li>• <b>Students not opting to bring their own device will have access to a class pod of 4 -6 iPads for shared student use</b></li> </ul>	<b>3 x blended iPad classes</b> <ul style="list-style-type: none"> <li>• <b>Students from year 3 iPad classes (or those now opting in) will bring their own iPad for use at school</b></li> <li>• <b>Students not opting to bring their own device will have access to a class pod of 4 -6 iPads for shared student use</b></li> </ul>
<b>1 x non-iPad class (will have a pod of 6 to 8 iPads for shared student use)</b>		

**NB:** year 1 parents opting in for year 2 in 2022 (or if you have children currently in the non-iPad classes in year 2 or 3 and you have chosen to opt in for 2022) below are the iPad Specifications for 2022:

- **7th / 8th / 9th** Generation iPad with the latest operating system (the cellular option is not required but this can be a parental decision (NO SIM CARD at school thanks)
- **Minimum 32G but preference for 64G** or larger memory
- **NO iPad Minis or alternative device**
- A personal **iTunes account** with a **budget of \$75 (tbc)** for the initial year (year 2 2022)
- An **Apps list will be provided** just prior to school commencing in January 2022. Apps are to be loaded prior to the first day of school.
- An **iPad cover** that will provide **robust protection** (Heavy Duty – but no large “character” covers please)
- A **stylus** (or Apple pen if you would prefer)
- A **carry bag**
- **Headphones (over the head style)** – to stay at school

## Homework Policy:

- After meeting with some parents across the school to discuss their ideas and listen to their feedback around homework at Sherwood– our staff have worked to adjust our Homework Policy. The new policy with its adjustments was presented at the P & C meeting this week to be ratified. It is attached for your interest and this updated version is now on our website

## Leadership Process Timeline for 2022:

- **Week 4** – Mrs Hawkswell talks to whole Year 5 cohort about the process, her expectations and student responsibility
- **Leadership Application completed** and handed in by due date – **Monday 1st November** (week 5)
- **Leadership Resume Completed** – in school time with Mrs Hawkswell – **Wednesday 3rd November** (week 5)
- **Interview for all Leader Applicants for School Captain position** in order to short list, including checking of Character Recommendations – **Tuesday 9th November** (week 6)
- Interview of Leader Applicants for the positions of; **Sports Captain, Music Captain and Tech Captain** in order to short list or finalise, including checking of Character Recommendations – **Tuesday 16th November** (week 7)
- **Students short listed for School Captain** will be notified of this by **Friday 19th November** (week 7) in order to prepare their speech
- Short listed **School Captain Nominee Speeches** – **Friday 26th November, 9.15 to 10am** for students in year 4 and 5, with elections to follow immediately after these speeches. Parents/ family are invited to attend to watch these speeches.
- **All other positions finalised by Tuesday 30th November** – and kept confidential
- **Announcement of all 2020 positions** to be made on our **Final Assembly on Thursday 9th December**
- Leadership Induction Ceremony (Badge Presentation) TBC – Friday 11th February 2022

## Class Formations for 2022:

- Staff are working as year level teams to form balanced classes for 2022
- They will consider your child's learning needs as well as work to place them with a student or students with whom they would work well together with or have a social connection with
- Our aim is to be able to mix student more thoroughly with friends beyond their current class cohort and make class that have a balance of academic considerations and mixed learning styles
- If you have some relevant information that may assist us with these class formations (with the flavour educational rather than friendship) please email me (ahawk19@eq.edu.au) to provide these details as soon as is possible (by COB Friday 12th November). Thank you to the proactive parents who have already chosen to do so.
- Please do not email to ask for a specific teacher – every year staffing changes make this impossible to predict and so your email would be wasted

## Infrastructure Update:

### Completed items -

- Lift install for year 1 student
- Phone system upgrade

### Still in progress -

- OSHC hall upgrade
- SIE classroom refurb

### Still to come -

- Solar project?
- Remodelling of the pool change rooms
- Upgrades to our pool surface and line markings

## Important dates for your calendar:

- Year 6 **Final Celebration Evening** – from 6pm on Wednesday 8<sup>th</sup> December
- Wednesday 27<sup>th</sup> – Day for Daniel
- Friday 29<sup>th</sup> Ekka Holiday re-scheduled
- Fete Committee Meeting -Tuesday 2<sup>nd</sup> November @ 7pm
- Tuesday 30<sup>th</sup> – Awards Day – (a date change may be needed?)
- Friday 3<sup>rd</sup> December – Colour Run Fundraiser
- Final Assembly / step Up day – Thursday 9<sup>th</sup> December