

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)

Monday 27th Aug 2018, 7.30pm at Staff Room

General Meeting

ATTENDANCE: Leanne Davey, Alex Bron, Sophia Finter, Robyn Holland, David Smithson, Bill Hennigham, Ash Raina, Greg Webber, Cathie Perkins, Martin Woodbury, Amanda Hawkswell, Jo Chiu, Laura Wessling Smith, Kirsty Richards

APOLOGIES: Kate W, Nicole J, Helen J

General Meeting - Opened by Bill

Moved: David S Seconded: Ash

CORRESPONDENCE and Previous MINUTES: Accepted

Moved: Greg W Seconded: David S

TREASURER'S REPORT: Greg W

- Greg to send communication to all sub-committees with the updated expenditure process.
Moved: Robyn H Seconded: Melissa K
- Approval by the committee for paying deposit for rides for next year's FETE
Moved: Ash R Seconded: Cathie P
- Kim (book keeping) for reconciliation – for AUD 35 per hour
- Mural – Target completion by graduation day
 - Include in the School newsletter
 - Request Nicole J, if she can include it in her newsletter too, for wider reach

Moved: David S Seconded: Sophia F

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SUB COMMITTEE REPORTS:

Uniform Committee Report - Alex B / Sophia

Start of Report

- **Sherwood State School Uniform Shop**
 - Payment from Weareco for Term 1 is \$3,857.90.
 - Payment from Weareco for Term 2 is \$1,047.89.
 - Weareco has advised there will be on average a 2.5% increase in prices from 1 September 2018.

- **Second hand stock**
 - The first second hand pop up shop was held on Friday 2 March 2018. Money made was \$575.
 - The next second hand pop up shop was held on Friday 15 June 2018. Money made was \$455.
 - Money made from Term 1 to date (January to August) on second hand stock sold at the Uniform Shop is \$555.

- **Recruitment of committee members**
 - Ongoing

End of Report

- Pending - Ash to check with Amanda/Asta on the uniform policy and put on to the website

OSHC Committee Report - Leanne

Start of Report

Proposed Structural Renovations to the Old Hall

I emailed the Dept. of Education about expanding our floor space to allow for our licenced numbers to be extended. They referred this email to the ECEC Office who called me to discuss the topic. The Early Childhood Manager advised me to engage a building practitioner and design a plan with exact measurements of the proposed extension and to list the materials which will be used. The ECEC Manager suggested we research what we can and can't do as far as renovations are concerned from the Queensland Government Environment and Land Office and if given permission to build, to then send the proposed plans into the ECEC Office to seek approval before building commences.

Website Reference - <https://environment.ehp.qld.gov.au/heritage-register/detail/?id=650032>

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Staff Training

Staff training is vital to ensuring educators are equipped and competent in the skills necessary to provide the best care possible for the children of Sherwood State School OSHC.

- Before Commencement, new staff are emailed – Employment Contract, Position Description, Confidentiality Agreement, Staff Handbook, Fair Work Information & Links to Relative Unions.
- During Orientation, new staff are emailed – Fire Training in a Power Point Presentation, Two Supervision Handouts, Supervision Maps of the Service, Mandatory Reporting Information and enrolled in a Child Protection Course.
 - Child Protection Training is renewed each year.
- Within the first month of employment, staff must complete – Child Protection Course, Online Supervision Course and Manual Handling & Risk Management Course.
- Staff responsible for and regularly handling food complete a Food Safety Course.
- Three staff have completed a Food and Behaviour Course.
 - I would recommend food courses for all staff.
- Provide Emergency First Aid in an Education and Care Setting (in March every 3 years)
- CPR (in March every year)

This Term – Various Educators have participated in the following Professional Development Sessions;

- Online “Rethinking Supervision” Course
- Professional Standards for Educators - SUPERVISOR TRAINING
- Educational Program and Practice Cycle of Planning
- How to interpret and apply National Quality Standards
- National Quality Standards – Inclusion in Practice

QCAN Conference – Four educators attended and participated in the following sessions;

Jay

Curriculum Conversations – A toolkit for Educational Leaders

Critical Reflection in OSHC – An everyday practice

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Tam

Cultural Competence
Leading Learning Circles

Nidhi

The Importance of being 'seen' to be older – Rethinking older children in OSHC
The OSHC Experience

Leanne

Leading the Assessment and Rating Process
Working with the OSHC Professional Standards for Educators

Enrolment Form and Child Care Fees – 2019

A Complying Written Arrangement or Relevant Arrangement must now be signed by the parent/guardian to allow their child to be enrolled at OSHC. Enrolment and booking forms for 2019 will be modified to include the hours of operation and required child care fees to assist meeting requirements. Therefore, fees will need to be decided before releasing the enrolment form at the end of October 2018. Parents will also need to be advised of any increase with advanced notice. P&C QLD recommend that child care fees are revised annually and increased according to the needs of the service. There has only been one fee increase since January 2014. The OSHC Committee have researched the ongoing costs in OSHC and are proposing that fees be increased for the start of 2019.

Reasons are due to a number of factors:

- Increases in operational costs
- Increases in the number of children with additional needs attending the service
- Annual increases in staff wages
- A need for increased professional development for OSHC staff
- Last increase was July 2017

The following increases are proposed:

- Before school care – increase of 50 cents from \$13.50 to \$14.00
- After school care – increase of \$2.00 from \$19.00 to \$21.00

OSHC Committee approved the increase of fees.

P&C committee approved the OSHC pricing as below:

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- **Before school care** – increase of \$1.50 - **from \$13.50 to \$15.00**
- **After school care** – increase of \$2.00 - **from \$19.00 to \$21.00**

Moved: Cathie P

Seconded: Melissa k

Computer – A computer has been purchased through the School Procurement Process for OSHC. The invoice will be paid by OSHC when the computer arrives.

Spring Vacation Care Program – Please find attached for endorsement. Approved by OSHC Committee last Tuesday, 21st August 2018.

Sherwood Sharks – Intensive swimming will take place again during the Spring School Holidays. OSHC and the Sherwood Sharks have communicated and will cooperate to allow children from Vacation Care to attend sessions with parent/guardian permission.

AUSkey – Please provide an update on the Administrator AUSkey.

OSHC Agreement – Points for Consideration

From the Dept. of Education (Queensland) - <http://education.qld.gov.au/parents/school-life/outside-hours.html#fees>

Where the P&C is the service provider for OSHC services under the first preference option, the principal should determine the fee for using the premises that allows for the school to recover outgoings only, as the P&C directly benefits the school. In determining the fee for outgoings, the principal should take into account the following costs it may incur:

- cleaning
- electricity
- water
- security callouts
- replacement of damaged items.

The fees charged for use of school premises are to recover the school costs only and can be calculated on estimated use by the provider. The school cannot calculate additional fees above cost recovery to charge the P&C. These outgoings must be stipulated in the OSHC agreement and can only be amended on renewal of the agreement. The fees charged to users of the OSHC services should be reflective of the charges levied on the P&C for recovery of costs.

Principals may seek advice from the Regional Facilities Manager when calculating the hire charge fees.


















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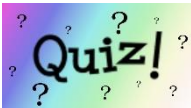







AGM

The OSHC Committee AGM will be held in the Old Hall on Tuesday, 18th September 2018 at 6:30pm. Wine and Cheese will be offered to all those wishing to attend. Flyers have been created by Jo (OSHC Secretary) and are currently displayed. Jo also handed out flyers at the Coffee Van last Friday morning.

Vacation Care Program – Spring 2018

| Week 1 | Monday 24 th September | Tuesday 25 th September | Wednesday 26 th September | Thursday 27 th September | Friday 28 th September |
|--|--|--|---|---|---|
| 24 th – 28 th September | House Teams Boyland The Farmer  Simpson The Doctor  Radcliffe The Teacher  Novelty Games Old School Games | Boyland Junior Incursion <i>Brisbane Pony Parties and Animal Farms</i>   Senior Excursion Maritime Museum  Piggy Banks  | Badminton  Swimming  Hopscotch  | Simpson Whole Excursion Wolston House  Simpsons Playground  Ink Crafts  | Radcliffe Old School  Chalk Drawing  Handball  Beading  |
| | Week 2 | Monday 1 st October | Tuesday 2 nd October | Wednesday 3 rd October | Thursday 4 th October |

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|--|--|--|---|--|---|
| 1 st – 5 th October | Queen's Birthday Public Holiday | <p>Swimming</p>  <p>Board Games</p>  <p>Tennis</p>  | <p>Excursion United Cinemas</p>  <p>Team Trivia Quiz!</p>  <p>Volley Ball</p>  | <p>Incursion The Games Van</p>  <p>Colouring in Competition</p>  <p>Table Tennis</p>  | <p>Incursion Rock Climbing</p>  <p>Basketball</p>  <p>Chess Competition</p>  |
|--|--|--|---|--|---|



Sherwood SS OSHC
- Existing Hall.pdf

End of Report

- For the OSHC extension and redesign, Amanda will help referring a draftsman for the initial design
- Agreement to be in place between the school and P&C, in consultation with OSHC

Moved: Kirsty

Seconded: Jo Chiu

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Tuckshop Committee Report: Cathie P

Start of Report

- No Updates

End of Report

Sherwood School FETE Report:

Start of Report

- No report this month

End of Report

Sherwood Sharks Report:

Start of Report

- Report not shared
- No Updates

End of Report

Sub-Committee Reports Approval:

Moved: Laura WS

Seconded: Jo Chiu

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Sherwood Principal's Report: Presented by Amanda H

Start of Report

Around the school:

- Bike Rack issues – limited space
 - Extending bike rack space under old hall has been actioned
- Tree planting ceremony
 - Wednesday 29/08 between 9.30 and 10

Connect over Coffee

- Thank You so much to the P & C for organising the Connect over Coffee morning – I think it was a lovely way to connect the P & C with the community and the community with the staff. I would like to see this initiative occur at least once per semester – and maybe with more PR – we will have more parents attend.
- The Cupcake stall: Initiative by the Charity Group – Money raised to go the Farmers Drought Relief fund. \$348.05

Welfare Fund - we have used the money in this fund to support 1 family to date with help to pay camp fees

Income

P&C Contribution \$3000.00

Parent Contribution \$2.50

Free Dress Day \$740.00

Booklist and 2019 - We are about to survey parents around the idea of having no booklists for students – rather allocating a resource levy – teachers ordering in bulk for all students. This would not include pencils/pens/pencil case (as often this is personal choice....but for example extra lead pencils would be provided when initial ones from home are used??) What are our initial thoughts around this idea?

Lost Property

- System is called **Rag Tag** – school signs up. Every item needs to have a chip inserted

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- May be no cost to start – then they will charge to insert
- Jumpers sold at JHSS uniform shop – already have tag inserted
- Buy a pack 3 for & 8 and sew them in
- Need wifi on the racks (lost property room)
- Could be something we start from 2019.

Traffic Plan – working with the Council

- Nicole and I have met and we are working towards having a traffic management map drawn up by council – 3rd September they are coming on site
- Items being edit/discussed/mapped out – stay tuned

School – what needs some discussion?

- **Parent Interviews** - As per Term 1, we have scheduled our Term 3 Parent/Teacher interviews for Tuesday 11th September (Week 9). On this day, from 3:20pm until 8:00pm, as many teachers as possible will be available for interview by appointment. Interviews will be conducted in the New Hall and are of a 10 minute duration. Parents will receive a letter to book online in the near future.
- **Amanda attended a Complex Case Management Meeting @ Regional Office** (stakeholders such as HR, Infrastructure, IT, Facilities, Finance, Org Health, Curriculum Team and PAES will be in attendance)
 - Heritage architect been to school to look at issues of the Admin block
 - Has measured and will come back with plans
 - Possibly facilities will share costs with school 50/50
 - It will be dependent on funding

End of Report

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P&C President's Report - Presented by Bill H:

Start of Report

- Survey results have thrown 3 action items for P&C to work on:
 - Shade Sail, Nature Play area & IT Equipment purchase
 - P&C executive members will be working on a plan to implement it as owners
 - Will be included in the newsletters
 - Need an architect to come over and suggest recommendations
 - For nature play area, in touch with organisations to propose the cost/plan

End of Report

General Business:

- Appreciation from parents for the coffee connect
- Kids toilet – tap leakage – Amanda to reconfirm if that was sorted out

Moved: Ash

Seconded: Sophie

Other Business Arising:

- Next P&C meeting will be on 29th Oct 2018

PENDING from previous MOM's:

Meeting Close: Accepted

Moved by: Greg Seconded by: Ash

Meeting Closed: 9: 10 pm