



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

A handwritten signature in black ink, appearing to be 'Alison Bock'.

Alison bock (Apr 5, 2023 20:11 GMT+10)

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday March 27th , 2023, 7:30pm, Staff Room

Attendance: (see AGM) plus Amy H

Apologies: (see AGM)

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

- 2023 President (Kylie M) not present, so meeting was chaired by Vice President Alison Bock; meeting opened at 7:55pm.
- Meeting was held directly after AGM – attendance/apologies were taken and acknowledgement to country given at start of AGM.
- Thanks/acknowledgement to David from Nicole J.

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

2. Correspondence and Minutes

• **Correspondence**

- Request for support to petition state govt for new fencing around school, particularly on Oxley/Sherwood Roads. Discussed at start of meeting and documented in General Business below.

• **Actions from Previous Meeting**

• **Outstanding:**

- Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) prior to AGM (David) **Ongoing**
- Finalise token access to CommBiz for Kylie (David) **Ongoing**
- Finalise handover of Treasurer details by AGM (David and Karen) **Ongoing**
- Investigate options for Music Wall or instruments for P-2 playground (Meagan) **Ongoing**
- Draft business plan for P&C with consultation with SubCommittees (Kylie) **Ongoing**
- Draft “Onboarding” document for new P&C members with information around what the P&C does, when certain events are held, etc (Meagan) **Ongoing**
- Clarify distinction between Arabon audit and bookkeeping sections; get a second bookkeeping quote from a local bookkeeper for comparison (Meagan) **Have discussed with Arabon and received a response, but general discussion in meeting indicated that members would be happier using a different bookkeeper/accountant. Question from Alex – should we look at different options for both auditing and bookkeeping. To discuss with new Exec, but Meagan to action halting any work that Arabon accounting are doing.**
- Discuss Arrows subcommittee with David H (David) **Done. Action complete.**



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- Music and Arts needs – stay a subcommittee or revert to a working group (Meagan to discuss with subcommittee) **Done. Action complete.**
- Upload 2023 – 2024 membership form to P&C website – request to admin staff (Meagan) **Done. Action complete.**

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

3. Treasurer's Report

- See attached report.
- OSHC making good returns.
- Haven't finalised Treasury loan application but need to keep in mind that the cost of the OSHC building will need to come out of the P&C accounts.

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

4. Subcommittee Reports:

a. Uniform Shop

- See attached report.
- Currently working on new contract with supplier.

b. Tuckshop

- See attached report.
- Prices will have to increase in Term 2 and there has been a menu overhaul.
- Aim to keep a few healthy options at lower cost.

c. Sharks

- See attached report.
- Club nights week 2 – 9. Finished for the Term. Lower numbers. Week 7 combined meet with Graceville. Another planned in Term 4.
- Coaching changes – Billy has left. Need to find someone to fill this role. Also have the problem of the lower amount of work in Term 2/3
- Maintenance – site survey
- Cam stepping down as of now. New subcommittee to be elected at AGM in Term 2.

d. OSHC

- No report.



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e. Fete

- No report.
- Meeting tomorrow night.
- Raffle tickets out next week.
- Still question of food options.

f. Sherwood Arrows

- New committee has been elected.
- Plans for Trivia night (July 29th)

(All reports Moved: Sophia / Second: Alex – Reports accepted, and motions carried)

5. Principal's Report (see attached)

- Student leadership update
- Outside providers at the school (OTs, physios, etc), needed to start charging them to use the space, also to pay for admin staff to manage these appointments
- Interschool sports (new format being trialled this semester)
- Disability upgrades at school – still haven't got a confirmed start time.
- QParent – good adoption rate
- Cross country tomorrow
- Harmony day Friday

6. Business Arising

- Items to be ratified
- Community items – Disco, Sharks
 - Disco
 - Will be in second half of year
 - Student council to organise this, with assistance from school/teachers
 - May give P&C some fundraising opportunities – food for students (pre-order), drinks/bar for adults
 - Sharks
 - More advertising around Club Nights/lessons (Term 4) during Term 3 particularly for Preps (families may not be familiar with Swim Club)

▪ **Organise discussion with Exec around plans for Term 2/Term 3 and hiring new head coach (ACTION)**

- Petition for fencing – discuss with Mark Bailey (discussion straight after start of meeting)
 - Have a number of children at the school who can be a flight risk. Fences are low and easy to scale, plus there are multiple open or unlocked/unlatched fences. School is bordered by Oxley and Sherwood Roads, both of which are very busy. A recent incident has led to a parent contacting local state minister regarding the possibility of improving the fencing around the school, especially on Oxley and Sherwood Rds.
 - Discussion around using E-petition on Qld parliament website – these must be tabled in parliament
 - Have had good success with parents connecting directly with politicians or councillors to get safety/disability upgrades done.
 - Safety community grant – look into this (need a follow-up discussion) **ACTION – for discussion in May meeting.**

(Moved: / Second: – Motion carried)

Actions

- **Outstanding:**
 - Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) and demonstrate for new Exec (David)
 - Finalise token access to CommBiz for Kylie (David)
 - Finalise handover of Treasurer details by AGM (David and Karen)
 - Investigate options for Music Wall or instruments for P-2 playground (Meagan)
 - Draft business plan for P&C with consultation with SubCommittees (Kylie)
 - Draft “Onboarding” document for new P&C members with information around what the P&C does, when certain events are held, etc (Meagan)
- Advise Arabon Accounting of change of Executive and halt current bookkeeping work. Executive to discuss options for bookkeeper going forward (Exec)
- Organise discussion with Exec around Swim Club plans for Term 2/Term 3 and hiring new head coach (Sharks subcommittee, executive)
- Investigate safety/community grants for fencing (Exec)

7. New Membership Accepted

- Membership accepted in AGM

8. Close Meeting: 8:59pm

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

Due to the ANZAC Day public holiday and advised absences, there will be no April P&C Meeting. The next P&C Meeting will be held at 7.30pm on Monday May 29th in the Staff Room.

Treasurer's Report: January and February 2023 - 27 March 2023

The Balance sheet records Net Equity of \$ 1,182,939 compared to last February which was \$ 1,006,372. Again a healthy position to be in being mindful of the contribution for the new hall which will be later on this year.

P&L is included with this report for January and February 23 showing a total income of \$ 203,211 with cost of sales total \$ 18,924, other operating expenses of \$ 145,699 and a net profit of \$ 38,592

OSHC is making good returns with net profit of \$ 23,526 for this period

Tuckshop is running at a loss but discussions need to be firmed up regarding increase of prices to offset the continuing rise in costs for grocery and other purchases

Swim Club shows a reasonable return as squad fees have been included in this report

I move that this is a true and correct report of financials:

Sherwood State School P&C Association - Balance Sheet

Balance Sheet

Sherwood State School P&C Association

As at 28 February 2023

Add Summary

	28 Feb 2023	28 Feb 2022
Assets		
Bank		
Cash in the bank	1,355,018.93	1,078,834.52
Total Bank	1,355,018.93	1,078,834.52
Current Assets		
Accounts Receivable	8,106.00	2,842.66
Stock in hand	213.32	213.32
Total Current Assets	8,319.32	3,055.98
Fixed Assets		
Office Equipment	1,074.05	1,074.05
Total Fixed Assets	1,074.05	1,074.05
Total Assets	1,364,412.30	1,082,964.55

Liabilities

Current Liabilities		
Accounts Payable	21,394.82	5,909.08
ATO ICA Outstanding	47,440.54	47,440.54
Canteen - School24 Parent Balance	(444.50)	(444.50)
Overpaid Fees	1,110.49	1,110.48
Rounding	2.34	0.00
Superannuation Payable	68,053.02	14,572.98
Wages Payable - Payroll	(17,453.76)	(17,386.80)

ATO Account

GST	(15,399.36)	(39.64)
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PAYG Withholdings Payable	76,768.75	25,430.00
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Total ATO Account	61,369.39	25,390.36
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Total Current Liabilities	181,472.34	76,592.14
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Total Liabilities	181,472.34	76,592.14
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Net Assets	1,182,939.96	1,006,372.41
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Equity

Current Year Earnings	38,592.86	312,510.03
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Retained Earnings	1,144,347.10	693,862.38
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Total Equity	1,182,939.96	1,006,372.41
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Sherwood State School P&C Association - Profit and Loss

Profit and Loss

Sherwood State School P&C Association

All Services

1 January 2023 to 28 February 2023

Add Summary

	Coffee Cart	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Unassigned	Total
Income								
Canteen - Counter Sales	0.00	0.00	0.00	0.00	741.15	0.00	0.00	741.15
Canteen - Qkr Sales	0.00	0.00	0.00	0.00	16,827.75	0.00	0.00	16,827.75
Child Care Fees	0.00	152,986.82	0.00	0.00	0.00	0.00	0.00	152,986.82
Coffee Cart - Revenue	0.00	0.00	0.00	0.00	604.38	0.00	0.00	604.38
Fundraising Income	0.00	379.85	730.39	0.00	0.00	0.00	0.00	1,110.24
Interest Income	0.00	0.00	2,298.62	0.00	0.00	0.00	0.00	2,298.62
Pool - Club Membership	0.00	0.00	0.00	724.00	0.00	0.00	0.00	724.00
Pool - Squad Income	0.00	0.00	0.00	17,548.95	0.00	0.00	0.00	17,548.95
Sponsorship Income	0.00	0.00	7,750.00	0.00	0.00	0.00	0.00	7,750.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	2,629.20	0.00	2,629.20
Total Income	0.00	153,366.67	10,779.01	18,272.95	18,173.28	2,629.20	0.00	203,221.11
Less Cost of Sales								
Canteen - Purchases	0.00	0.00	0.00	5.94	11,543.11	0.00	0.00	11,549.05
Care Expenses - Arts & Craft	0.00	1,454.88	0.00	0.00	0.00	0.00	0.00	1,454.88
Care Expenses - Excursions & Incursions	0.00	1,095.00	0.00	0.00	0.00	0.00	0.00	1,095.00
Care Expenses - Food & Groceries	0.00	455.49	0.00	0.00	9.60	0.00	0.00	465.09
Coffee Cart - Purchases	256.40	0.00	0.00	0.00	0.00	0.00	0.00	256.40
Pool - Canteen Supplies	0.00	0.00	0.00	4,053.37	0.00	0.00	0.00	4,053.37
Pool - Carnival/Awards/Trophies	0.00	0.00	0.00	55.15	0.00	0.00	0.00	55.15
Total Cost of Sales	256.40	3,005.37	0.00	4,114.46	11,552.71	0.00	0.00	18,928.94
Gross Profit	(256.40)	150,361.30	10,779.01	14,158.49	6,620.57	2,629.20	0.00	184,292.17

Less Operating Expenses

Bank Fees	0.00	2.50	54.29	372.74	110.13	0.00	0.00	539.66
Bookkeeping Expenses	0.00	0.00	101.59	0.00	0.00	0.00	0.00	101.59
Employment Expenses	0.00	121.80	0.00	285.00	0.00	0.00	0.00	406.80
Expensed Equipment	0.00	495.45	0.00	0.00	0.00	0.00	0.00	495.45
General Expenses	0.00	1,042.77	0.00	0.00	0.00	0.00	203.08	1,245.85
Office Expenses	0.00	689.49	0.00	0.00	0.00	0.00	0.00	689.49
Repairs and Maintenance	0.00	237.40	435.79	0.00	0.00	0.00	0.00	673.19
Staff Amenities	0.00	30.10	0.00	0.00	0.00	0.00	0.00	30.10
Stripe Fees	0.00	0.00	0.00	0.00	0.00	0.00	48.55	48.55
Subscriptions	0.00	657.00	0.00	252.76	0.00	0.00	0.00	909.76
Superannuation	0.00	11,179.75	0.00	594.75	811.47	0.00	0.00	12,585.97
Telephone & Internet	0.00	264.44	0.00	0.00	0.00	0.00	0.00	264.44
Training	0.00	2,559.09	0.00	0.00	0.00	0.00	0.00	2,559.09
Wages and Salaries	0.00	109,554.86	0.00	7,866.19	7,728.32	0.00	0.00	125,149.37
Total Operating Expenses	0.00	126,834.65	591.67	9,371.44	8,649.92	0.00	251.63	145,699.31
Net Profit	(256.40)	23,526.65	10,187.34	4,787.05	(2,029.35)	2,629.20	(251.63)	38,592.86

A short report from the Uniform Shop,

The invoice for term 4, 2022 in the amount of \$2,892.12 was paid on 28 February 2023.

The contract for the supply of school uniforms by Weareco has expired and Weareco has circulated a new one. We are in the process of reviewing it but as far as we can see no terms have changed. We will likely provide a copy to Amanda for review and sign off (if she is happy to do so) this week.

Kind regards

Sophia and Alex

Tuckshop Report – P&C Meeting Monday 27th March 2023

We held our first Tuckshop Committee meeting for the year and it was agreed that prices will increase from Term 2. To cover costs we'll be aiming for a gross margin of 50% on most products, ensuring that we have several lower cost, healthier options available.

We're aiming to have a note in this week's newsletter explaining that due to rising food costs and lack of volunteers, costs will be increasing.

Profit and Loss

Sherwood State School P&C Association
For the year ended 31 December 2023

Service is Tuckshop.

Account	Jan 2023	Feb 2023	Mar 2023	Year to date
Trading Income				
Canteen - Counter Sales	0.00	741.15	670.50	1,411.65
Canteen - Qkr Sales	3,046.70	13,781.05	11,980.90	28,808.65
Interest Income	0.00	0.00	1.18	1.18
Total Trading Income	3,046.70	14,522.20	12,652.58	30,221.48
Cost of Sales				
Canteen - Purchases	2,375.06	9,168.05	7,286.83	18,829.94
Total Cost of Sales	2,375.06	9,168.05	7,286.83	18,829.94
Gross Profit	671.64	5,354.15	5,365.75	11,391.54
Operating Expenses				
Bank Fees	54.20	55.93	0.02	110.15
Superannuation	194.56	616.91	699.42	1,510.89
Wages and Salaries	1,853.00	5,875.32	6,661.07	14,389.39
Total Operating Expenses	2,101.76	6,548.16	7,360.51	16,010.43
Net Profit	(1,430.12)	(1,194.01)	(1,994.76)	(4,618.89)

Sherwood Sharks November Report
2022-2023 Season for Swimming Club

Club Nights:

- Club nights commenced Week 2 and concluded week 9
- Numbers significantly down on previous years w/ approx. 35 swimmers/event
 - Potentially many contributing factors including loss of season in early 2022 due to flooding (numbers have come back since – have landed at other facilities) and coaching transition
- Week 7 combined meet with Graceville Lightning successful with over 100 athletes swimming (majority from Graceville)
 - Great environment for novice racers
 - Cross-pollination of ideas for committee – seeking in-kind sponsorship from local butcher and baker to supply food for Friday nights
 - Will look to recreate with a return meet in Term 4
 - Potential for Oxley Road Cup return, but based on numbers at Sherwood and Oxley, would be difficult
- Variance on club champs run in week 8 and 9 where all swimmers able to record further times for PB – age champions awarded on Personal Best times across age appropriate distance
 - Hopefully able to be announced on assembly either this week or week 1, term 3
- New Captains elected
 - Change of captaincy period from Term 1 and 4 to term 4 and 1 of following year
 - Done due to competition of high school and summer sport in term 4 sees lower numbers and frequently impacts captains and their ability to attend club meets
 - Captains from 2023 will run with newly elected captains for term 4 2023 (overlap this year only)
- Wobbepong winners (fastest boy and girl U/9 over 25m Freestyle
 - Riley Leis and Imogen Dunn
- Shark Fin (fastest swimmer over 50 metres freestyle 10-12 years)
 - Ryder McClurg

LTS/Squads:

- Transition of coaching staff at completion of this term presents challenge for both the P & C committee and for the Sharks committee
 - Strong squad coach and facilitator drives numbers for Friday night club
 - Previous experience is hard to find the right candidate who can coach, manage facility and staff accordingly
 - Also hard to maintain coaches over break and to be in place for Term 4 start
 - Need someone in place pre-term 4
 - Also need to maintain some swimming coaches (via OSCH currently) who can assist with school swimming Term 4

Maintenance:

- Change rooms of low standard and not accessible by movement impaired students – committee to consider need to get site surveyed so provisional grant applications can be made moving forward to support their replacement
- Need to identify someone on staff who can read pool readings to ensure safe parameters for swimming with departure of coach

Committee:

- President (Cameron McClurg) to step down at completion of 2022/2023 season
 - Thanks sub committee for their support
 - Thanks P & C executive for their support across the last 4 years
- Current sub committee members:
 - Alison Baillie – Secretary
 - Jenny Dunn – Vice President
 - Bruce Koehlitz – Registrar
 - Sam Hasencboch – Registrar
 - Erin Urquhart – sub committee member

Treasurer's Report:

(AS PER DAVID SMITHSON)



Principal's Report – P & C Meeting Monday 27th March 2023

Enrolments: 646

Bank Statement - Cash at Bank:

Student Leadership Update:

- Last week I met with all of our year 5 students and their teachers to discuss the **Student Leadership Passport**
- All students were given a passport – with the idea that it may inspire more students to want to work towards a leadership role for year 6
- The passport is our way of helping students think more widely about 'what leaders do'
- The passport may also inspire students to believe they already show leadership in many ways
- The passport allows students to build up a record of all of the ways they contribute to our school across terms 2 and 3 in preparation for the more formal parts of applying to specific leadership roles
- Students have discussed that this passport is their responsibility to complete and keep safe
- Please ask your year 5 children about this new part of the leadership process

Outside Providers within our school:

We have recently notified parents and carers that going forward from term 2 we would be charging a \$30 fee for outside providers to hire our facilities if families arrange to have their provider come to school during school time to work with students.

We considered the following when making this decision –

- We really wanted to support families to have their outside providers to come to school for appointments where possible, as we know this greatly helps working parents, and also cuts down travel time to and from appointments, thereby minimising lost learning time.
- We consulted many neighbouring state schools to consider how others managed this
- We considered no longer allowing outside providers on-site in school time, as timetabling this and processing the documents was becoming a huge process
- We felt we needed a process that ensured equitable and transparent access for all families and providers who wanted to take advantage of this
- This fee goes a little way to cover administrative costs and also some funds towards the cost of the room and its air-conditioning
- Our school only has one room spare on certain days in a week and as such managing this booking system and paper trail has become a very large role for our office staff with now more than 45 students wanting to access outside providers on our site
- As with all things at Sherwood, we ensure we communicate to families that our welfare can support families wherever there is a need – they can reach out at any time

At the last P & C Meeting I provided documentation that outlined how we budget large sums of our school budget.

- As I always want ensure we have many more staff supporting our students in all areas, as I believe that putting more humans in front of our learners is the best way to ensure we support all of our students to reach their potential.
- This extra budget allocation allows for us to have more staff (teachers and teacher aides) in classrooms, more staff allocated to the inclusion team, and more staff to support the office to reduce teacher workload where possible and ensure the effective management of our school
- We also have vast costs to maintain our facilities and air condition the school, with our electricity costs alone for a calendar year can range between \$80 to \$90 000

I hope the above reassures you that we do go to great lengths to ensure our budget is target towards ensuring all students are supported at Sherwood.

Quick Facts and Key Dates:

NAPLAN for 2023: Thank you to Mrs Middleton (HOD-C and digital technologies leader) and all of our year 3 and year 5 teachers for all of their work ensuring that our students had as little stress as possible across our 3 testing days needed to complete the suit of NAPLAN tests. Mrs Middleton ensured all of students who do not work 1:1 with iPads were allocated school iPads across those days for ease of programming and test timetables. I was in classrooms during each of the test times, and my observations were of happy students doing their best job for each test.

Parent Teacher Interviews: Thank you to every family who engaged with our teachers last Tuesday night – and had one or more Parent teacher interview to discuss the child/ren and their learning across term 1. These evenings are exhausting for our staff, but staff are also love meeting parents and discussing the amazing learning they have witnessed across the term.

Senior Inter-school Sports for Semester 1:

- new format being trialled this semester
- 4 Fridays for interschool sport
- a longer period out so students get to have more than 1 competition game
- at Sherwood sports teachers will coach students on the morning of the Friday sports day
- invoicing for these sport choices will be sent out this week

DISABILITY UPGRADES: submission for disability access upgrades at Sherwood SS continues to tick away in the background

- Work is now set to start in the Easter Holiday – **STILL NO CONFIRMED START TIME for this project**
 - The work will impact on all students and families and their access to certain areas of the school
 - The quadrangle and area between year 1 and prep will be impacted
 - Parts of the oval will be impacted due to the lift installation
 - Major projects include the installation of 2 x full lifts plus another stairlift for admin building
 - Disability/emergency vehicle parking in Admin carpark
 - Work across at the pool to assist disability access
 - Ramp/veranda alongside existing veranda to ensure access to library and A-block
 - The project time given is between 12 and 20 weeks
 - Possibly all of term 2 and 3
-
- QParents – thank you to the parents who already have this sorted
 - Senior Cross Country – 28th March
 - Harmony Day Assembly – Friday 31st March







2023-03-27, Sherwood SS, P&C MOM

Final Audit Report

2023-04-05

Created:	2023-04-05
By:	Meagan Ladhams Zieba (meagan.ladhams@analytique.net.au)
Status:	Signed
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