  
David Smithson (May 27, 2022 10:40 GMT+10)

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

Monday March 28<sup>th</sup>, 2022; After AGM; School Administration Building

**Attendance: Meagan Z, David S (via Zoom), Amanda H, Kylie M, Karen G, Marcus M, Jo C, Rebecca R, Helen J**

**Apologies: Lisa S, Amanda B, Alisha K, Alex B, Melissa A, Jenny D, Sofia F, Lauren B**

**1. President to open Meeting – post AGM/ Attendance and Apologies**

- Meeting chaired by Secretary Meagan Ladhams Zieba as President was attending via Zoom; meeting opened at 8:05pm directly following AGM. Acknowledgement to Country and Attendance/Apologies were completed in AGM opening.

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

**2. Correspondence and Minutes**

• **Correspondence**

- Invoices for P&C insurance received
- Updated P&C constitution received

• **Actions from Previous Meeting**

- **Outstanding:**
  - Related to CommBiz: *All 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) *in progress*
    - Address historical issue of non-reconciled amounts in the P&C accounts (David). *Outcome from Audit. Arabon accountants to review and correct.*
  - Update on Tuck Shop hot zone work (Alisha) *No update.*
  - Quote for pool survey prior to building works (Sherwood Sharks subcommittee) *Discussion around this point: Floods have had an impact on the changerooms/pool; write a letter to local members to let them know what we are considering to do with this area. Idea of a standard letter for parents to sign to Grace Grace and cc Mark Bailey. Discussed an e-petition; talk to Mark Bailey; need to bring attention to the problem (poor quality, stairs down to changerooms, no showers, no disability access). Look at options to make the building flood proof. Look at flood reports for surrounding properties. David to write letter to parents.*



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- Transfer Uniform Shop money to general P&C account (Alex, David) *In progress*
- Quote for/discussion about purchase of commercial grade coffee machine (Tuck shop/P&C Exec) *To discuss during meeting.*
- Accept ride quote from Land Carnival and pay deposit (Fete committee) *Done. Jo to check on insurance and public liability for Land Carnival. If no insurance, need to consider options.*

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

### 3. Treasurer's Report

- Presented in AGM – P&L is attached to AGM minutes
- P&L from last year – good year in 2021; school received funds; net profit \$250 000; \$40k transferred to school (colour run). Swim club loss 7.5k; arrows \$600; OSHC \$218K; P&C \$33K Tuckshop loss of 7k (includes payout of LSL to Cathie) probably made 4k; Uniform shop - \$10k
- Currently sitting OSHC YTD - \$40k; swim club \$6.5k (but processing refunds Of \$10k); tuckshop 3.5k uniform \$3k
- Treasurers handover not completed. Now is a good time to do this. Action – to complete handover to Karen.

*(Moved: Kylie / Second: Rebecca – Motion carried)*

### 4. Subcommittee Reports:

- a. Uniform Shop
  - See attached report.
  - Senior shirts have been delayed (supply chain issues).
  - Funds from BoQ will be transferred in the coming weeks – need to be done in-person at the branch.
- b. Tuckshop
  - No report
- c. Sharks
  - No report
- d. OSHC
  - See attached report.
  - High enrolment numbers (140 – 170 in ASC; 50 – 60 BSC).



# P&C Association

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- 2022 capacity was approved in February for 200 children (previously 145).
- Many thanks to Lisa for her excellent work. Support to families during the floods was amazing.

e. Fete

- See attached report.
- Fete going ahead May 7<sup>th</sup>.
- Lots of new committee members, most convenor positions have been filled
- \$11k sponsorship secured
- Infrastructure lost in floods – tents, etc; chocolate drop, some machines – all insured and claimed.
- Raffle – secured great prize package value \$14k. Tickets to go out this week; sales at Woolies, Bris markets.

f. Sherwood Arrows

- 40<sup>th</sup> anniversary of the Arrows this year; stall at fete with demonstrations.

g. Music and Arts

- Held AGM in March.
- 2021 Review
  - COVID lockdowns and related uncertainty limited options for fundraising events and performances in 2021.
  - Band and Strings ensembles held end of year performances – supported by instrumental teachers and Rebecca Starr.
  - Portable choir risers purchased in late 2020 are used at each school assembly for choir performances and are easy to use and to move.
- Plans to host one fundraiser this year (likely term 4).

**(All reports Moved: Karen/ Second: Jo – Reports accepted, and motions carried)**

**5. Principal's Report (see attached)**

- Challenging start to 2022, difficulties in getting relief staff.
- We have seen many examples of what a wonderful community Sherwood SS is following the floods and seeing people out helping each other and assisting at the school.

**6. Business Arising**

- Items to be ratified - No items

- Purchase new coffee machine for coffee club - \$5k motion raised to pay for this by Meagan. Seconded by Karen. Motion passed unanimously.
- P&C constitution requires a minimum of three general meetings per semester. Plan was to have February, March and May (last Monday in April is ANZAC Day & public holiday; last Monday in June is during school holidays), but February meeting was cancelled due to flooding. Will need to hold a meeting in either April or June – options are last Wednesday in April (April 27<sup>th</sup>) or second-last Monday in June (June 20<sup>th</sup>). Consensus was to hold a meeting in June.

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

### Actions

- *Outstanding:*
  - Related to CommBiz: *All 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)
  - Address historical issue of non-reconciled amounts in the P&C accounts (David to follow up with Arabon).
  - Update on Tuck Shop hot zone work (Alisha).
  - Transfer Uniform Shop money to general P&C account (Alex, David)
- Write letter to Grace Grace/Mark Bailey (David)
- Complete handover of Treasurer's duties to Karen (David)
- Include discussion of new P&C Constitution in May meeting (Meagan)

### 7. **New Membership Accepted**

- List included in AGM minutes

### 8. **Close Meeting: 9:08pm**

*(Moved: Jo / Second: David – Motion carried)*

**Next P&C Meeting will be held at 7.30pm on Monday May 30<sup>th</sup>, 2022, in the School Administration Block.**

**Sherwood State School**  
**Uniform Shop Committee Report**  
**P & C Meeting – 28/3/2022**

President: Sophia Finter

Treasurer: Alex Bron

**Sherwood State School Uniform Shop**

- Bank Statement Balance as at 27<sup>th</sup> March is \$78,708.54
- The invoice for term 4 for \$2,665.06 was paid on the 25<sup>th</sup> February.

**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 delays as notified in the newsflash 23<sup>rd</sup> March (thanks office admin staff for this!)
- The P & C President advised that funds from the BOQ uniform shop account should be transferred to the Commonwealth Bank main P& C account held. BOQ has been contacted and the steps required to close the account require an “in branch” process and the committee will endeavour to undertake this process in the coming week.

## **P&C OSHC Report – Monday 28<sup>th</sup> March**

**2022 Enrolments** – peaking at 170 in ASC currently, average 140 every afternoon not including absences. BSC averaging 50-60 per day. Record numbers of Preppie enrolments but seeing growth in all age groups.

**Staffing** - 26 staff currently, training up 2 Educators as RPIC. Nidhi away for 5 weeks mid-April. We are in the midst of conducting staff reviews for all Educators.

**Vacation Care** – holiday capacity is now 100, and we are at capacity several days. First week busier than the second. Closed Apr 15 for Easter Friday.

**2022 Capacity** - application was approved Feb 7<sup>th</sup> for a maximum of 200 children (previously 145).

**Renovation** – as per email from Amanda 23/2 project start date will be June 17<sup>th</sup>, end of Term 2. With increased numbers we have been utilising the New Hall for check ins, Homework Club and rainy day activities.

Lisa Scollo  
OSHC Manager  
Sherwood State School



## Sherwood State School Fete 2020 Committee

### P&C Report 28 March 2022

#### **KEY POINTS FOR APPROVAL AND NOTING**

##### **NOTING**

- **DATE – SATURDAY 7 MAY 2022, 8:30am to 5:00pm** (with no stall convenor gathering afterwards)
- New Committee members are shadowing departing committee members.
- Expected crowd patronage may increase if Federal election is announced for 7 May.
- Sherwood Arrows will be celebrating their 40<sup>th</sup> Anniversary at the Fete.
- Kids Poster Competition has started.

##### **FINANCIALS**

- To date – approximately \$11,000 in sponsorship and donations has been received.

##### **INFRASTRUCTURE**

- Stocktake from the Flood
  - Have lost all pop ups tents - only big marquee left
  - Chocolate drop lost - Claire working on plan to replace
  - Power cables, cones, bunting, star pickets, hammers and all other tool gone
  - Popcorn machine and freezer gone
  - Phase 3 power boxes ok
  - Tables ok
  - Lost items covered by insurance
- Plans have been made to replace these items
- Other major infrastructure items have been or are in the process of being ordered.

##### **RAFFLE**

- Traditional Raffle is back. Prizes have been secured as follows:
  - 1st Prize – Bedding package from Beds R Us MacGregor valued at \$8 397 (cost \$2 000) - Harmonie Swisstek King Mattress and Base and 2 True Blue Calm gel pillows
  - 2nd Prize – \$5 000 Tangalooma Voucher purchased from Flight Centre (cost \$4 500)
  - 3rd Prize – Nintendo Switch OLED package valued at \$1 037 (cost \$997) - Includes OLED, screen protector, case, extra controllers, wheel joy cons, joy con charging station, and four Switch games
- Total cost is \$7 497. Total value is \$14 434.
- Tickets are being printed and hopefully will be distributed end of Week 10.
- External sales have been arranged for Woolworths Sherwood Central, Place Graceville, Brisbane Saturday Fresh Markets over the Saturdays leading up to the Fete 2/4, 23/4, 30/4. Year 6s have been asked to volunteer for these sales.

##### **COMMUNICATIONS**

- Fete weekly newsletter is occurring every Tuesday.
- Bailey Printing is donating signage and corflutes.

##### **CLASSROOM COLLECTIONS**

- Has commenced

##### **STALLS**

- Most convenor positions have been filled



## Principal's Report – P & C Meeting Monday 28th March 2022

**Enrolments: 651**

**Bank Statement - Cash at Bank: \$388,412.30**

### **Crazy start to term 1 2022:**

- 2 weeks of non-learning meant our students and parents had nearly 8 weeks break
- During this time Principals were directed to limited staff onsite in larger numbers, so we had to manage this and continue to prepare for a shortened term
- Staff illness, staff in isolation has been and continues to be an issue we have to navigate daily
- Since the time of the floods, relief staff have been harder to secure – we have seen several days, several classes have not had replacement teachers supplies
- TRS – lower – for many reasons including – COVID, floods, TRS staff affected by either then not available, DRTs now being seconded to cover other contracts so no longer available as school 'back-ups'
- FLOODS – that devastated many in our community, and many parts of our school
- Community spirit rose to the top here at Sherwood –
  - Large numbers helping neighbours
  - Large numbers volunteering at working bees at school – cleaning and trying to save flood damaged equipment
  - Large amount of our equipment lost – this has all been itemised, claimed on insurance records
  - Another week away from learning as we all take stock of damage and ensure things are safe for our students to return
  - So many students wanting to help and 'pay it forward' to others – baking and delivering cookies, bringing workers drinks, helping at the working bees
- COVID – it is still with us...student numbers in all year levels have been steady since we have been back

### **My Gratitude:**

- **THANK YOU** to our community for support your neighbours and each other, in big or small ways, every act of kindness rebuilds the resilience that the floods eroded.
- **THANK YOU** to David Smithson our P & C President, for always being here to support me, to support the school clean up, to work alongside other parents and model the way – your work ethic and time given is outstanding
- **THANK YOU** to my staff, especially my Business Manager – Kelly (who has been working day and night to marshal trades, make lists of resources to be replaced), for being so willing to be flexible and pivot and ensure the well-being and needs of our students are at the front of our decision making

### **Items of importance in our calendar:**

- Staff working together on moderation of Term 1 English assessment task – in a twilight session on Tuesday 29th March
- Aspire Higher Leadership Incursion for year 6 – Thursday 31<sup>st</sup> March
- Leaders' Badge Ceremony Friday 1<sup>st</sup> April
- **Week 3 – Sherwood Annual Fete Saturday 7<sup>th</sup> May**
- Term 2 Week 5 – NAPLAN for year 3 & 5








# 2022-03-28, Sherwood SS, P&C MOM

Final Audit Report

2022-05-27

Created:	2022-05-27
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