Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 25th April 2014, 7.30pm Staff Room

APOLOGIES: Margie Loveday, Chris Butcher

ATTENDANCE: Greg Nelson, Elizabeth Straker, David Laws, Susie Bott, David Gowdie, Cameron Millar, Dave Smithson, Francine Hayler, Susie Bott, Natalie Bagdonas, Helen Jamieson

Meeting Opened: President’s Welcome

Moved: David Gowdie Seconded: Susie Bott

CORRESPONDENCE and MINUTES: Accepted

Moved: Jim Shkalla Seconded: David Gowdie

TREASURER’S REPORT:

Treasurer’s Report

Motion: To accept Treasurer Reports

Moved: Susie Bott Seconded: Yasmin Went

BUSINESS ARISING:

• Spending of P&C Funds - update on status of approved spending.
  o Climbing Wall 5K – The latest quote is $16,902. P&C, Sherwood Arrows and Sherwood Sharks contribute and extra $700 then the cost of the wall will be covered, as long as happy to chip in. P&C approves purchase. Note if mats not supplied with wall, school will use existing mats or buy new if required. Update on climbing walls from David Hass, can get 420mm. World of Sports mats 1.8m wide 450mm can be obtained $1934 each need 2. If going under 2.4m can get 3m wide 400mm mats. Estimated total cost is $23,000. In principal support of climbing wall approved unanimously. OSHC can contribute a deferred payment but need to review financial position. Approximately $11400 from Arrows ($5,700) and Sharks ($5,700), remainder to come from P&C. Still waiting on mats for climbing wall. Leith to speak to Lynne about amounts to be transferred – Leith confirmed has done talked Lynne.
• Discussion of spend of P&C funding for 2014.
  • Suggestions approved of:
    o flag poles for Torres Strait Island and Aboriginal flags – approx. $4000. Quote received from Francine. Flag poles installed, but bill not been received. Total $3903.00 invoice passed to Treasurer for payment. Item closed.
    o Refurbishment of boys’ toilets, proposal is to install a trough in existing disability toilet next to junior boys’ toilet. Has been proposed to QAS as an item to be
addressed. Estimated cost is $30000. This could be potentially funded from Building Fund. Also asked for fencing with pool lock gates on all exits to school – approx. $17,000.

- Senior Oval approx.$20,000 laser levelled and top dressed. Request for grant gone in and request to BAS. P&C approved $10,000 and additional $10000 if alternate funding not available.

- Greg to talk on progress of Look Out! Programme for Sherwood Rd. E-mail sent to Drop off zone on Sherwood Rd. Council failed to do over Xmas vacation but have apologised and on programme to finish. Greg has been policing illegal parkers on Hall St.

- Independent Public Schools – consideration for 2015. Greg stated would give more control over in-coming staff.

- Xero implementation (voted on in March Meeting).
  Motion was:
  - That the P&C Central pay the monthly fee of $60/month that Xero will cost.
  - That the P&C Central funds the training of the subcommittee treasurers in Xero (to a maximum of say two to three hours each).
  - Uniform Shop to be excluded.
  - Have sub-committees commenced move – action EB: contact sub-committees to contact bookkeeper and cc Jim Shkalla.

- Natalie Bagdonas has nominated to be Vice President. At next meeting will be a nomination of vice president. Action EB: Advise Admin to put note in Newsletter regarding nomination of P&C Vice President.

Accept business arising.

Motion: DAVID Gowdie Second: Jim Shkalla

SUB COMMITTEE REPORTS:

Social Committee Report:
Nothing to report

Tuckshop Committee Report:
Nothing to report.

Uniform Committee Report
Nothing to report.

Sherwood Sharks Report:
Sherwood Sharks
P&C Report
March - April 2014

Swimming Program
Squad training and Learn to Swim finished at the end of term 1.

Sign on days for Term 4 swimming will be set after the AGM in July.

Club Nights and Competitive Events

Participated in the Oxley Cup, an annual meet attended by the Graceville, Oxley and Sherwood swimming clubs, on 9 March. Sherwood came a solid second.

Club Championships took place on Sunday 23 March.

Presentation day and break up took place on Friday 28 March (2nd last week of term).

Equipment Update

The faulty high light at the pool was replaced late in term 1. Account for $1663.00 has been received for this work - discussions currently taking place with Scott Dee about the amount and its make up. Request P&C approval for this invoice amount.

We had an unexpected power failure at the canteen (we think early in the school holidays) leading to a complete loss of power in the canteen affecting all freezers and fridges. Discussions are taking place with Wayne Brown and Scott Dee about electrical checks and what could have caused the loss, and whether we can do anything to prevent a similar event in the future.

Asta Parker and Wayne Brown have been doing some outstanding work to help clean up the aftermath.

This power loss has resulted in pretty much all stock in the canteen being lost and other equipment and supplies may also be affected. We are currently preparing a list of what was lost and the value and will want to make an insurance claim.

Currently identified losses are:

- 8 packets bread rolls
- 2 x 1kg tub margarine
- 7 loaves raisin toast
- 8 boxes moosies (ice creams)
- 3 boxes paddle pops
- 3 boxes calypo ice creams
- 4 bags pork buns
- 1 box spring rolls
- 4 kg sausages
- 6 containers ready made meals (3 kg each)
- 3 x 2kg packets scotch fillet steaks
- 8 large sauce bottles
- 1 soy sauce bottle
- 1 packet soy sauce sachets
- 5 boxes chips
- 56 bottles aroona
- 16 juice poopers
- 24 iced tea
- 3 bags chocolates
- 2 large frozen lasagnas
- 2 large tubs nutella
- 1 large tub peanut butter
- a packet grated cheese
- 1 packet parmesan cheese
- 1 kg block cheese
- 4 boxes cereal
- 7 freezer containers
- 1 mop
- 1 puch
- 1 packet (double roll) paper towel
- 1 bottle detergent
- 1 bottle disinfectant
- 1 bottle spray and wipe
- 1 bottle fly spray
- 1 packet rubbish bags
- cleaning gloves
- 2 bait bombs

We will need to check the other equipment we had stored in the canteen (computer/printer/starting gun, etc) to see they still function correctly and are not damaged. Will provide final details of amount to be claimed once this is settled.

Also, near the end of the season QBuild advised during a routine electrical inspection of the pool and its surrounds that the bracket system used for several years for our 4 lane rope configuration was not acceptable.

The Committee is currently investigating the process for purchasing and installing additional lane rope plugs in the pool wall so that the lane ropes can be adjusted to suit training needs and comply with QBuild requirements. This will need to be completed in the swimming off season as the pool will need to be drained, at least in part, to allow installation to occur.

Further details of costs and installation requirements will be advised when known.

Finance Update

The Commonwealth bank account balance as at 27 April 2014 is approximately $34,186.13. The Club continues to have around $15,000.00 on term deposit.

Deposits to the account in March - April related to outstanding fees for learn to swim, squad and Club nights; Canteen takings and some interest earned. Now that the season has finished very few further deposits are expected in the coming months.

Payments out have been for coach wages; canteen wages; superannuation; payments for our coaches to attend further training courses; PAYG; canteen supplies; payment for towels and embroidery for Club Championship presentations; payment for trophies and ribbons for Club Championships and presentation day.
Payments to be made over the next month include:

- invoice for high light repair (see above);
- invoice for shirts for Club Captains and Vice captains for last season ($129.30)
- electrical repair costs as a result of power failure (TBA)
- extra wages for Asta for clean up associated with power failure (TBA)
- cost for further training for coach Kendall;
- lane rope plug purchase and installation (TBA).

Motion: To approve high light repair and shirts.

Moved: David Gowdie Second: Susie Bott

AGM

This will occur in July.

Yasmin Kennedy

President

Fete Committee Report for April 2014 P&C Meeting

The Fete Committee has been working hard and made great progress towards a successful fete in two weeks time. Proceeds from the fete will fund extra maths resources, top dressing the oval to repair the flood damage from 2011 and ongoing investments in IT. Target profit - $45,000. On top of the fete expenses, as this is the principal fundraiser for the year the fete also needs to cover the running costs of the P&C of approx $15,000.

Progress to date

1. The raffle tickets have been printed and distributed to families. These were distributed to the eldest school child in the family. Additional books are available from Margie Loveday.

2. Donations for the Silent Auction have been organised and are in the process of being collected and finalised. With the absence of a Donations Co-ordinator and the team of volunteer collectors, donations from businesses has been greatly reduced. For example, the total value of sponsorship received this year is approx $4000 less than last year (about half).

3. Entertainment at the fete will commence at 8.30 – this is to avoid the clash of entertainment between the new hall and the oval.

4. The weekly donations from families has been good. The final donation item is the block of chocolate for free dress day on May 7th.

5. We would appreciate your help at the working Bee planned for Saturday May 3rd 2 – 4 pm to sort tents etc and Friday 9th May at 6am to set up the major structural items and help set up of stalls. Post working bee set for 11th May at 3pm to pack up the major structural items. Help also appreciated during the day on both Friday and Saturday.
6. All stall holders have been busy preparing and organising help for their stalls.

7. Promotion of the fete
   - Living in the Shires – article and photos
   - School website – with a modified media release
   - Facebook links
   - Other various on-line news sites including Weekend Notes, Fetes & Fairs and on Nicole Johnston’s website
   - “The Satellite” – photo and article to be in the next edition
   - “Westside News” – photo and article to be in the next edition
   - Posters – School Poster competition – out in the community wk beginning May 5

8. Currently deciding the value of producing the DL flyer given the reduction in donations from both businesses and families (clothes, books and toys are all down compared to last year)

Joanna Allen /Margie Loveday

Motion: $1850 to upgrade powerboards under hall for fete.
Moved: Susie Bott Second: David Gowdie

Sherwood Arrows Report

Nothing to report.

Building Fund Report:

Nothing to report.

OSHC Report:

Easer Vacation Care
Vacation Care was again successful. Highlights include excursion to the movies and museum as well as the pedal-powered go-karts. Overall utilisation was high – We had reached capacity the first Monday had around 50 most other days.

Professional Development
Educators have completed Emergency Asthma, Anaphylaxis, First aid and CPR training. The vast majority of staff now (or in the near future – certificates waiting to be received) all of these qualifications.

2014 Bookings & Service Approval Amendments
Christie and Eva have been granted their Supervisor Certificates.
I have forms to be signed at the P&C meeting for the amendment of Service Approval.
Employment of New Staff
I reported last month that I would be hiring Jack McNab – She had since decided not to take the position at the service.
I will be employing another Bachelor of Primary Education student – Alexandra (Ali) Cornish.

Dave Smithson - Leave
I’ll intend to take holiday leave from Thursday 26th June to Friday 4th July. This encompasses the first week of vacation care in the July school holidays. I will be attending a residential prac in Honk Kong and Shenzhen, China as part of my degree. Unfortunately these times were not flexible/negotiable. I believe the service is in position to manage half of the July vacation care without myself.

Attached: March 2014 – Profit and Loss Statement

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**Profit & Loss**

Sherwood State School P&C Association After School Care
OHSC
1 March 2014 to 31 March 2014

<table>
<thead>
<tr>
<th></th>
<th>31 Mar 14</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
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<tr>
<td>Child Care Fees</td>
<td>42,111</td>
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<tr>
<td>Interest Income</td>
<td>88</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>42,200</td>
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<tr>
<td><strong>Gross Profit</strong></td>
<td>42,200</td>
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<tr>
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<tbody>
<tr>
<td><strong>Less Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Rent Fees</td>
<td>7</td>
</tr>
<tr>
<td>Bookkeeping Expenses</td>
<td>373</td>
</tr>
<tr>
<td>Care Expenses - Arts &amp; Craft</td>
<td>128</td>
</tr>
<tr>
<td>Care Expenses - Excursions &amp; Excursions</td>
<td>152</td>
</tr>
<tr>
<td>Care Expenses - Food &amp; Groceries</td>
<td>1,957</td>
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<tr>
<td>Care Expenses - Games &amp; Equipment</td>
<td>45</td>
</tr>
<tr>
<td>Office Expenses</td>
<td>455</td>
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<tr>
<td>Printing &amp; Stationery</td>
<td>190</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>160</td>
</tr>
<tr>
<td>Superannuation</td>
<td>1,873</td>
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<tr>
<td>Telephones &amp; Internet</td>
<td>391</td>
</tr>
<tr>
<td>Wages and Salaries</td>
<td>20,251</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>26,672</td>
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**Net Profit**
16,128
**Principals Report**

Helen Jamieson spoke regarding Corinda High plans for the integration of Year 7 into the high school system.

<table>
<thead>
<tr>
<th>Celebrations</th>
<th>Recently we have celebrated two wonderful school occasions on our school calendar:</th>
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<tbody>
<tr>
<td></td>
<td>• Student Leadership Badge Presentation</td>
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<td></td>
<td>• ANZAC Day</td>
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<td></td>
<td>The celebration of music as part of the ceremonies on both occasions was very well received.</td>
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<tr>
<th>Independent Public Schools</th>
<th>In 2014 we are able to consider becoming an Independent Public School:</th>
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<tbody>
<tr>
<td></td>
<td>• School Council of 6 to 15 members (I propose 6 to 8) including Principal and P&amp;C President</td>
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<td>• Greater HR flexibility: Able to select incoming staff including classified positions</td>
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<td></td>
<td>• $50K initial set-up and $50K annual additional grant top-up</td>
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<td></td>
<td>• More flexible one-line budget</td>
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<td></td>
<td>• Principal reports to Deputy Director-General and the School Council</td>
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<tr>
<th>Application Process</th>
<th>Demonstrated broad consultation</th>
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<tbody>
<tr>
<td></td>
<td>3 page application: Department selection based on school performance data and financial audit reports</td>
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<tr>
<th>Great Results Guarantee</th>
<th>Progress Report</th>
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<tr>
<td></td>
<td>• SPAT R (Southern Phonemic Awareness Test – Revised) and Early Start Maths completed with all Prep students</td>
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<td>• RoleM resources ordered and a teacher from early Year Level P-3) is or soon will be trained and that person also trained as a ‘Head Coach, Peer Coach’ to work with year level colleagues to roll out the program</td>
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<td></td>
<td>• Data collected from Prep is being analysed and HOC/DP working with Prep Teachers to make suitable adjustments to meet needs of these students</td>
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<thead>
<tr>
<th>Maths focus for 2014</th>
<th>The Maths Team has met and is planning for our Maths Priority in 2014. There are a number of key initiatives:</th>
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<tbody>
<tr>
<td></td>
<td>• Focus on consistent Number Facts building across the year levels</td>
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<tr>
<td></td>
<td>• Consistent approach to Problem Solving that links with the C2C curriculum</td>
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<td></td>
<td>• Core uses for Mathletics</td>
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<td></td>
<td>• Introduction of new P-3 resources and activities – RoleM</td>
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</table>

| Problem Solving | Common approach across the school: See, Plan, Do, Check process                                              |
Common heuristics:

<table>
<thead>
<tr>
<th>Use Logical Reasoning</th>
<th>Work Backwards</th>
<th>Make an Organised List</th>
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<tbody>
<tr>
<td>Draw a Picture or Diagram</td>
<td>Use or Look for a Pattern</td>
<td>Use or Make a Table</td>
</tr>
<tr>
<td>Act Out or Use Objects</td>
<td>Guess and Check</td>
<td>Make it Simpler</td>
</tr>
</tbody>
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Financial Report

See attached – Currently we are ordering curriculum resources – and the 30 new computers have arrived.

Motion to accept Principal and sub-committee reports.

Moved: Cameron Millar Second: Greg Nelson

To ratify new members - Helen and Natalie.

Moved: Jim Shkalla Second: David Gowide

Meeting closed: 9.3pm