

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 31st August 2015, 7.30pm Staff Room

APOLOGIES:

Allison Pankhurst

Francine Hayler

Laura Wesling Smith

ATTENDANCE: David Laws, Greg Nelson, Michelle McKinlay, Stephen Pankhurst, Leanne Davey, Jim Shkalla, Martin Woodbury, Helen Jamieson, Jonathan Wells, Chris Butcher, David Chapman, Lynne Blake, Natalie Bagdonas, Chris Chilcott and Julie Arnold.

Meeting Opened: 19.36

Moved: David Chapman Seconded: Stephen Pankhurst

CORRESPONDENCE and MINUTES: Accepted

All received correspondence was distributed.

Compliance letter received by OSHC which has been actioned. Further comments noted in General Business.

Moved: Jim Shkalla Seconded: Stephen Pankhurst

TREASURER'S REPORT:

YTD Indicative Results including all sub-committees

Treasurer's Report - 2015/07

Date: 31/08/15

YTD Indicative Results including all sub-committees

Profit & Loss
Sherwood State School P&C Association
All Services
1 January 2015 to 31 July 2015

	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Unassigned	Total
Total Income	100	16	289,077	122,126	25,050	34,439	39,816	2	510,626
Total Cost of Sales	-	-	19,753	-	6,511	19,802	12,371	-	58,154
Gross Profit	100	16	269,324	122,126	18,539	14,637	27,446	285	452,472
Total Operating Expenses	1,673	-	224,793	132,994	20,751	13,511	5,317	-	399,039
Net Profit	- 1,573	16	44,531	- 10,868	- 2,211	1,125	22,129	285	53,433

Comparison to prior month's performance

Executive Summary Sherwood State School P&C Association For the month of July 2015

Summary

	Jul 2015	Jun 2015	Variance
Cash			
Cash received	62,851.52	61,513.40	2.2% ▲
Cash spent	57,245.77	85,004.02	-32.9% ▼
Cash surplus (deficit)	5,265.75	(24,491.20)	120.8% ▲
Closing bank balance	117,574.31	112,168.56	1.2% ▲
Profitability			
Income	10,107.02	58,998.90	-82.9% ▼
Direct costs	5,550.05	10,175.71	-45.5% ▼
Gross profit (loss)	4,556.97	48,823.19	-90.7% ▼
Other income	0.00	0.00	0.0%
Expenses	32,105.51	40,682.42	-19.9% ▼
Profit (loss)	(27,548.54)	8,740.77	-415.2% ▼
Balance Sheet			
Debtors	37,210.42	36,076.52	3.2% ▲
Creditors	4,793.82	4,933.23	-2.8% ▼
Net assets	484,335.36	511,884.00	-5.4% ▼

Activity since last report (June'15)

Profit & Loss
 Sherwood State School P&C Association
 All Services
 1 July 2015 to 31 July 2015

	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Unassigned	Total
Income								
Carboon - Counter Sales	0.00	0.00	0.00	0.00	2,427.50	0.00	0.00	2,427.50
Carboon - Dimensions Fly Ltd	0.00	0.00	0.00	0.00	3,547.15	0.00	0.00	3,547.15
Interest Income	1.50	0.00	134.17	34.34	25.01	0.00	0.00	195.02
Tennis Court Hire	0.00	0.00	410.45	0.00	0.00	0.00	0.00	410.45
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	123.00	0.00	123.00
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	133.00	0.00	133.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	2,571.00	0.00	2,571.00
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	258.00	0.00	258.00
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	39.00	2.00	41.00
Total Income	1.50	0.00	544.62	34.34	6,000.56	3,524.00	2.00	10,107.02
Less Cost of Sales								
Carboon - Purchases	0.00	0.00	0.00	0.00	3,385.40	0.00	0.00	3,385.40
Uniform - Accessories Purchase	0.00	0.00	0.00	0.00	0.00	5.70	0.00	5.70
Uniform - Bags Purchased	0.00	0.00	0.00	0.00	0.00	15.00	0.00	15.00
Uniform - Hat Purchases	0.00	0.00	0.00	0.00	0.00	58.41	0.00	58.41
Uniform - Purchase Clothing	0.00	0.00	0.00	0.00	0.00	2,085.48	0.00	2,085.48
Total Cost of Sales	0.00	0.00	0.00	0.00	3,385.40	2,164.69	0.00	5,550.09
Gross Profit	1.50	0.00	544.62	34.34	2,615.16	1,359.35	2.00	4,556.97
Less Operating Expenses								
Bank Fees	0.00	0.00	68.75	0.00	0.00	0.00	0.00	68.75
Membership Fees	0.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superannuation	0.00	2,550.73	0.00	0.00	0.00	0.00	0.00	2,550.73
Wages and Salaries	0.00	27,248.41	0.00	0.00	1,568.32	409.40	0.00	29,226.13
Total Operating Expenses	0.00	29,799.14	128.75	0.00	1,768.32	409.40	0.00	32,105.51
Net Profit	1.50	(29,799.14)	415.87	34.34	846.84	949.95	2.00	(27,508.61)

Cash balances and planned spend

Bank Summary Sherwood State School P&C Association From 1 July 2015 to 31 July 2015

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Buo Cks - Uniform Shop	37,285.17	2,276.00	0.00	39,561.17
Cheque Account - OHSC	193,962.72	0.00	0.00	193,962.72
OHSC CBA MasterCard Visa Debit	15.29	0.00	0.00	15.29
OHSC Petty Cash Imprest	482.10	0.00	0.00	482.10
P&C BOQ account	26,442.17	0.00	0.00	26,442.17
Petty Cash - Uniform Shop	670.70	128.50	20.00	779.20
Sherwood SS - Swim Club	27,885.03	34.24	0.00	27,919.27
Sherwood SS - Tuckshop	21,026.20	6,010.56	5,183.72	21,853.04
Sherwood SS Arrows A/c	14,858.85	0.00	0.00	14,858.85
Sherwood SS P & C Building Fun	3,680.12	1.50	0.00	3,681.62
Sherwood SS P & C Cheque A/c	61,871.44	4,153.84	54,024.05	12,101.23
Sherwood SS Savings	23,242.77	51,728.78	0.00	74,971.55
Total	412,468.56	64,333.52	59,227.77	417,574.31

This report includes transfers between bank accounts. The detailed 'Total cash in and out' graph excludes bank transfers.

Other points of interest.

- Arabon has requested sub-committee members to undergo Zero feed batch training. P&C Secretary to approach sub-committees to arrange training dates in September. Most likely day is a Wednesday with training to take 2 hours.
- Treasurer has requested to maintain AUD400k operating capital to cover future operating expenses such as Boys toilet refurbishment.

TREASURER'S REPORT: Accepted

Moved: Stephen Pankhurst

Seconded: Natalie Bagdonas

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Tuckshop Report – August

Takings have been slightly down at times this month, there have been a number of camps & excursions this month that have been on tuckshop days and this results in lower than usual takings. The ekka also affects the tuckshop, we lose one trading day and people often spend so much at the ekka they ease up on tuckshop for time it is on.

There have been difficulties most weeks with volunteers unable to do their shifts at short notice. This has meant a lot of juggling and frantic emails to replace them. Tuckshop is unable to provide the service we do without enough volunteers.

We currently have one shift that requires two more volunteers that are permanent and although we have been advertising for this, we have no takers at this stage. These dates will come into play next term and if we cannot get volunteers to fill these shifts we will have no choice but to be online orders only on those days.

The online ordering system is going well, but as the demand is growing sometimes, the servers have difficulty in coping. This always affects us on the busiest day, which is Friday. The benefits of this system still outweigh the occasional annoyances.

I envision that tuckshop will be online only within a couple of years, and it may be useful to offer a way for any parents who do not have internet access to use a terminal at school. There would be very few I am sure, but I currently have a couple of prep parents citing their lack of online access to use paper bags which is not in accordance with the compulsory online for prep rule.

We are still arranging air conditioning quotations, but would really like to undertake the work during the upcoming holidays to minimize disruption to the students.

Summer menu planning is underway, and there will be some new options on the menu for term 4 and some of the more “wintery” items will be rested.

Our treasurer is still having issues with Xero, although she is trying her best. It is almost the end of term 3 and we are still not utilizing the system fully due to access and training issues.

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

Updated Committee details.

Fete Committee Report

Nothing to report.

Sherwood Arrows Report

31st August 2015

Once again the Trivia Night was very successful with everyone enjoying the night. There is a plan for the Arrows to go on a 3 day tour at the end of this term.

Building Fund Report:

Nothing to report.

OSHC Report:

OSHC Report 31st August 2015

OSHC Committee News – We held our OSHC Committee Annual General Meeting (AGM) on Tuesday 28th July 2015. The following people were elected to the relevant positions;

President – Chris Chilcott

Treasurer – Jonathan Wells

Secretary – Michelle McKinlay

OSHC General Committee Members – Martin Woodbury and David Smithson

The Executive Committee would like to all be signed up as signatories on the OSHC Bank Accounts. This will need to be approved by the P&C Committee and officially recorded in the minutes to be able to take effect. The Debit Card account also needs reviewing.

OSHC Building – David Laws and I have had a few discussions since the last P&C meeting. We now have a plan for underneath the hall which includes features relevant to OSHC and suitable to the existing building. David has also visited to check out the playground soft fall and discuss OSHC's meeting with the Division of Early Childhood Education and Care.

Vacation Care – The Program and Booking Form has been released. Again, places are filling rather quickly. We will give weekly notices to parents/guardians through the school newsletter on vacancies between now and when holidays begin.

QCAN Conference – Christie and I attended the QCAN Conference at the Gold Coast this last weekend. While some of the Professional Development Sessions were conducted to the whole group, we also split and chose smaller sessions to attend. This way we could cover more subjects which were;

Christie – The Food Revolution in OSHC, Human Resource Management, "Thinking Otherwise" about documentation, Understanding and Supporting Mental Health in OSHC

Leanne – Dare to be Exceptional: for Early Year's Professionals, Engaging with Families and Communities, Honouring Children's Choices, Rethinking the program and possibilities

Christie and Leanne – Update from the Regulatory Authority (DETE), Update and review of the National Quality Framework (ACECQA). The future direction for OSHC (QCAN), Advocacy in Action – A journey to establish 'We Belong'. Results from four schools who took part in the Action Research Project.

Playground Safety – Due to the risk of injury in the playgrounds, OSHC has decided to replenish the soft fall to enhance the safety for children. This was bought at a cost of \$2388 and Wayne distributed and raked the soft fall to ensure it was spread correctly. The accidents which have caused most injuries have occurred on the monkey bars. However, research shows there are many pros as well as cons to this piece of equipment. They are;

Pros

They build upper body strength.
Children use all muscles from head to toe.
Monkey Bars create better posture.
Gross motor skills are enhanced.
Writing skills are improved.

Cons

They cause approximately 25% of broken arms.
Approximately 50% of broken arms need surgery.
Close supervision is required.

Leanne Davey
OSHC Coordinator
Sherwood State School

Principals Report

Please note attached.

SUB COMMITTEE REPORTS: Accepted

Moved: Natalie Bagdonas

Seconded: Jonathan Wells

BUSINESS ARISING:

- For operational requirements OSHC has requested endorsement from P and C for Executive Committee members to be named as signatories to the OSHC bank account Stephen Pankhurst moved a motion endorsing OSHC Executive Committee members to become signatories to the OSHC bank account. Motion was seconded by Jim Shkalla.
- OSHC Building project team are to review further options to increase floor space to meet Division of Early Childhood Education and Care requirements to maximise allowable after care student numbers – target is 120. These include additional veranda renovations (enclosing section), kitchen renovation / upgrade and reworking build renovation floor plan to maximise useable space. Classroom usage will also be considered. OSHC also require final room measurements with Greg directing Leanne to Wayne for assistance.
- To further recently received Compliance letter regarding recent injuries and playground safety OSHC has responded to Education Dept. with the following initiatives. After investigating injury mitigation options soft fill has been purchased and distributed around monkey bar area for child safety. OSHC have also increased supervision of the monkey bar area to improve safety. OSHC will also perform a 12 month audit capturing cost of replacing fill and injury incidents to evaluate effectiveness of the soft fill option.

- On the back of the recent OSHC safety incidents the forum raised the question if the school had regular safety inspections. Greg confirmed that there was regular safety audits performed. Helen Jamieson, Principal Corinda State High School, recommended engaging an outside contractor and would forward details of the service provider used by Corinda State High School to Greg.
- Stephen Pankhurst to contact Sharks President to assist finalising insurance claim.
- Greg requested support from P and C to fund a new Teachers photocopier as the existing machine was unworkable and a heavy workload was now being placed on alternate machines which would lead to poor performance as well as additional costs in maintenance and consumption of consumables. The request was for the P and C to agree to fund a AUD15k budget to purchase a new machine. The current machine is only 2 ½ years old, still under warranty and has an existing maintenance contract. Members were not against supporting the request but before any commitment would be given, the school was requested to advise what options were available under warranty and if the maintenance agreement could be paid out or rolled over to another machine. Members also asked how the new machine would be procured and if there were leasing options to reduce / spread associated capex. Greg advised that the schools facilities manager, Lynne Blake, was already investigating these points with findings to be presented at the next P and C meeting for discussion.
- Secretary advised meeting that the Operational Expenditure register will be discussed / reviewed at September P and C meeting with nominated initiatives evaluated and commitment given for timing of implementation. To assist Treasurer has been requested to advise available funds.

Meeting Closed: 21.08

Moved: Stephen Pankhurst

Seconded: David Laws