

## Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 23rd February 2015, 7.30pm Staff Room

APOLOGIES: Sarah Smith, Yasmin Went, Francine Hayler

ATTENDANCE: E. Straker, J Shkalla, Tara Orchard, David Chapman, Allison Pankhurst, Leanne Davey, David Laws, Marty Calvert, Margie Loveday, Chris Butcher, Julie Arnold, Cameron Miller, Nicole Johnston, Greg Nelson

Meeting Opened: President's Welcome

Moved: Libby Straker Seconded: Jim Shkalla

CORRESPONDENCE and MINUTES: Accepted

Moved: Margie Lovelace Seconded: Jim Shkalla

## TREASURER'S REPORT:

### Treasurer's Report - 2014/12

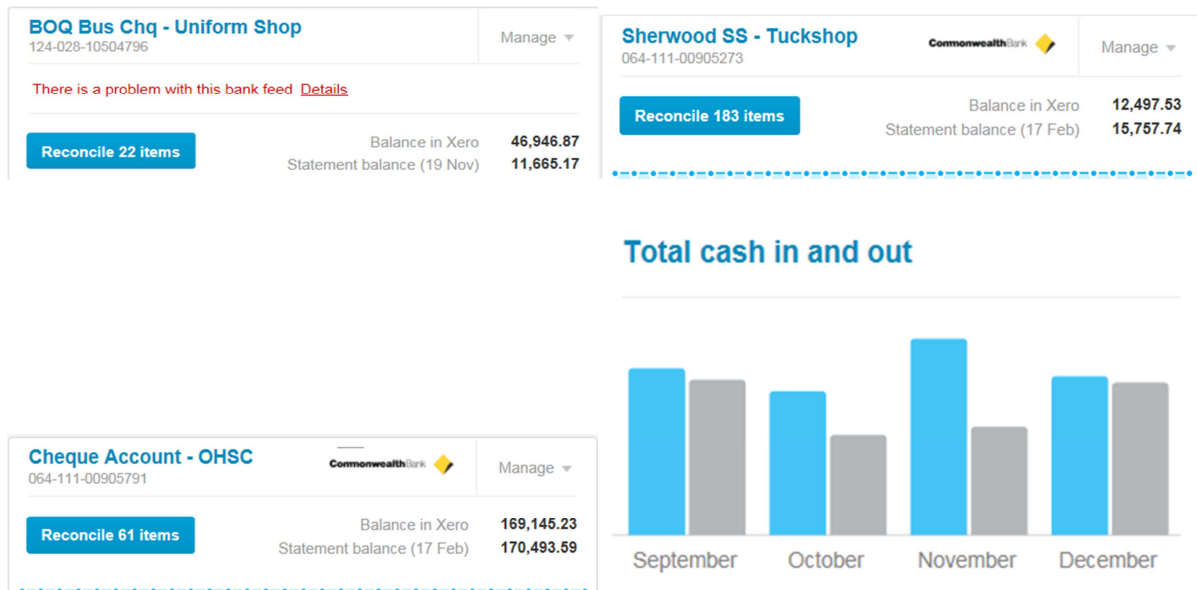
#### Indicative Results including all sub-committees

**Profit & Loss**  
Sherwood State School P&C Association  
All Services  
1 January 2014 to 31 December 2014

	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
Total Income	5,816	40	457,147	124,550	44,936	11,047	51,732	695,268
Total Cost of Sales	0	0	0	0	0	0	36,233	36,233
Gross Profit	5,816	40	457,147	124,550	44,936	11,047	15,499	659,036
Total Operating Expenses	1,368	0	353,810	82,492	64,628	15,533	10,912	528,743
Net Profit	4,448	40	103,337	42,058	-19,692	-4,486	4,587	130,292

\*\* Results are indicative, based on current status of accounts in Xero

Bank Accounts requiring reconciliation to bring accounts up to date:



**This is a matter that needs immediate attention to ensure our accounts are up to date before the auditors are engaged to audit 2014 Financial Statements of each Subcommittee.**

**Comparison to prior month's performance**

**Executive Summary**  
Sherwood State School P&C Association  
For the month of December 2014

Summary

	Dec 2014	Nov 2014	Variance
<b>Cash</b>			
Cash received	54,818.70	67,969.25	-19.3% ▼
Cash spent	52,700.74	37,633.37	40.0% ▲
Cash surplus (deficit)	2,117.96	30,335.88	-93.0% ▼
Closing bank balance	388,051.96	385,934.00	0.5% ▲
<b>Profitability</b>			
Income	36,547.21	51,967.82	-29.7% ▼
Direct costs	0.00	165.00	-100.0% ▼
Gross profit (loss)	36,547.21	51,802.82	-29.4% ▼
Other Income	0.00	0.00	0.0%
Expenses	44,780.05	38,277.50	17.0% ▲
Profit (loss)	(8,232.84)	13,525.32	-160.9% ▼

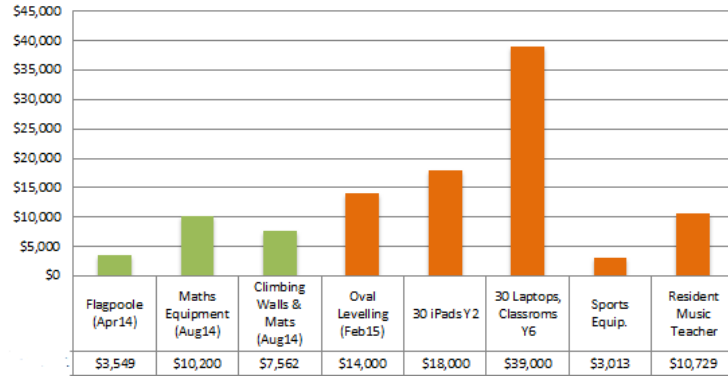
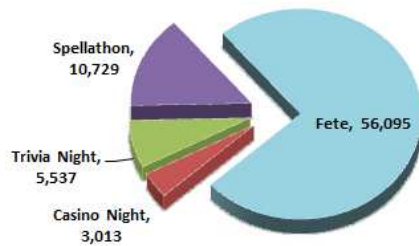
**Bank Summary**  
**Sherwood State School P&C Association**  
**From 1 November 2014 to 31 December 2014**

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Bus Chq - Uniform Shop	13,158.06	16,474.50	287.69	29,344.87
Cheque Account - OHSC	151,087.34	76,763.17	58,705.28	169,145.23
OHSC CBA MasterCard Visa Debit	399.14	4,057.66	4,190.97	265.83
OHSC Petty Cash Imprest	3.30	150.00	42.75	110.55
P&C BOQ account	26,443.17	0.00	0.00	26,443.17
Petty Cash - Uniform Shop	5.00	2,302.60	370.00	1,937.60
Sherwood SS - Swim Club	41,749.01	13,271.75	13,835.48	41,185.28
Sherwood SS - Tuckshop	15,080.94	44.60	2,669.53	12,456.01
Sherwood SS Arrows A/c	17,541.80	0.00	1,089.00	16,452.80
Sherwood SS P & C Building Fun	3,613.40	0.00	0.00	3,613.40
Sherwood SS P & C Cheque A/c	19,056.17	13,984.21	13,663.41	19,376.97
Sherwood SS Savings	67,460.79	259.46	0.00	67,720.25
<b>Total</b>	<b>355,598.12</b>	<b>127,307.95</b>	<b>94,854.11</b>	<b>388,051.96</b>

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

**Contributions to School- Paid and Committed**  
**\$106,053**

**2014 Fundraising results \$75,735**



**Activity since last report to Year end.**

**Profit & Loss**  
**Sherwood State School P&C Association**  
**All Services**  
**1 November 2014 to 31 December 2014**

	Arrows	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
<b>Income</b>							
Child Care Fees	0.00	56,099.40	0.00	0.00	0.00	0.00	56,099.40
Fundraising Income	0.00	0.00	10,889.45	0.00	0.00	0.00	10,889.45
Interest Income	0.00	390.21	313.22	98.35	44.60	0.00	846.38
Pool - 3rd Child Discount	0.00	0.00	0.00	82.50	0.00	0.00	82.50
Pool - Club Membership	0.00	0.00	0.00	180.00	0.00	0.00	180.00
Pool - Squad Income	0.00	0.00	0.00	(165.00)	0.00	0.00	(165.00)
Pool - Swim Club Canteen	0.00	0.00	0.00	2,010.70	0.00	0.00	2,010.70
Tennis Court Hire	0.00	0.00	179.00	0.00	0.00	0.00	179.00
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	805.00	805.00
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	522.00	522.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	16,015.10	16,015.10
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	940.50	940.50
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	110.00	110.00
<b>Total Income</b>	<b>0.00</b>	<b>56,489.61</b>	<b>11,381.67</b>	<b>2,206.55</b>	<b>44.60</b>	<b>18,392.60</b>	<b>88,515.03</b>

<b>Less Cost of Sales</b>							
Uniform - Hat Purchases	0.00	0.00	0.00	0.00	0.00	165.00	165.00
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>165.00</b>	<b>165.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>56,489.61</b>	<b>11,381.67</b>	<b>2,206.55</b>	<b>44.60</b>	<b>18,227.60</b>	<b>88,350.03</b>
<b>Less Operating Expenses</b>							
Bank Fees	0.00	11.00	179.56	0.00	0.00	0.00	190.56
Bookkeeping Expenses	0.00	528.00	943.50	0.00	0.00	0.00	1,471.50
Care Expenses - Arts & Craft	0.00	299.32	0.00	0.00	0.00	0.00	299.32
Care Expenses - Excursions & Incursions	0.00	934.09	0.00	0.00	0.00	0.00	934.09
Care Expenses - Food & Groceries	0.00	2,337.47	0.00	0.00	0.00	0.00	2,337.47
Fundraising Expenses	0.00	0.00	1,862.00	0.00	0.00	0.00	1,862.00
General Expenses	1,089.00	0.00	0.00	165.00	0.00	0.00	1,254.00
Office Expenses	0.00	388.52	0.00	0.00	0.00	0.00	388.52
Pool - Canteen Supplies	0.00	0.00	0.00	384.23	0.00	0.00	384.23
Pool - Coaching Fees	0.00	0.00	0.00	250.00	0.00	0.00	250.00
Pool - Repairs & Maint - Pool Cleaning	0.00	0.00	0.00	2,340.00	0.00	0.00	2,340.00
Repairs and Maintenance	0.00	67.39	0.00	253.00	0.00	0.00	320.39
Subscriptions	0.00	583.43	60.00	0.00	0.00	0.00	643.43
Superannuation	0.00	4,248.86	0.00	955.35	288.28	107.22	5,599.71
Telephone & Internet	0.00	1,044.77	0.00	0.00	0.00	0.00	1,044.77
Wages and Salaries	0.00	48,891.61	0.00	10,251.25	3,034.53	1,560.17	63,737.56
<b>Total Operating Expenses</b>	<b>1,089.00</b>	<b>59,334.46</b>	<b>3,045.06</b>	<b>14,598.83</b>	<b>3,322.81</b>	<b>1,667.39</b>	<b>83,057.55</b>
<b>Net Profit</b>	<b>(1,089.00)</b>	<b>(2,844.85)</b>	<b>8,336.61</b>	<b>(12,392.28)</b>	<b>(3,278.21)</b>	<b>16,560.21</b>	<b>5,292.48</b>

### Grants:

Sherwood P&C Association has been awarded \$24,636.36 (plus GST) from the Gambling Community Benefit Fund for the purpose of building Outdoor Classroom with details as follows:

<b>Expense Type</b>	<b>Quantity</b>	<b>Description</b>	<b>Amount</b>
Outdoor Furniture	4	Outdoor Classrom tables and Chairs	\$13,636
Safety Equipment	4	Security Lighting	\$1,364
Landscaping	1	Plants and Landscaping	\$5,455
External Building upgradades	1	Concreting and Electrical	\$2,727
Outdoor Furniture	1	Large Outdoor Blackboard	\$909
Other	1	Plant Signage	\$545
			<u>\$24,636</u>

**Motion:** To close BOQ account as local branch is no longer open on Saturdays.

**Moved:** Cameron Millar      **Seconded:** Julie Arnold.

**Motion:** To accept Treasurer Reports

**Moved:** Libby Straker      **Seconded:** Chris Butcher

## BUSINESS ARISING:

- Approval of changes to banking signatories for OSHC

Motion: To approve changes to banking signatories for OSHC accounts to include the following:

- David Laws
- Ndririm Shkalla
- Elizabeth Straker
- Jonathan Wells
- David Smithson
- Leanne Davey

**Moved:** Cameron Millar      **Seconded:** Margie Lovelace  
**Passed unanimously by show of hands.**

- Upcoming P&C AGM. The secretary position will become available, all other committee members indicated they would continue.
- Grant Report. Submitted grants awaiting response. In February received one approval of grant for outdoor area, a second was turned down.
- Discussion of spend of P&C funding for 2014. Some discussion on the role of P&C and Principal as to how money is spent. Greg clarified that before his October budget is due and subject to fete he makes a wish list to take to P&C. Discussion about transparency.
- Suggestions approved of:
  - 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. OSHC has stated they have \$15000 they can temporarily re-allocate funds to pay additional cost requirement for \$30000. Understanding is this will be re-paid if funds from fete allow. Toilets need to retain disabled facilities – David Laws to measure up and check plans.  
**Motion:** \$15000 to be spent on refurbishment of boys toilet.  
**Moved:** Chris Butcher    **Second:** Natalie Bagdonas.  
David Laws has drawn plans which have now been sent to council for discussion.
  - Also asked for fencing with pool lock gates on all exits to school – approx. \$17,000. New pool fencing near admin block has been paid with funding outside P&C funding. Now no current urgency. Greg to investigate disabled access fencing through car park.
  - 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. Grant being put together to try and get funding through another route. Top dressing of oval booked for holidays. Final cost was \$ 14,000. Item closed.
  - Commemoration Wall for Year 7 cost \$1000 and in now completed. Item Closed.

Accept business arising.

Motion: Jim Shkalla Second: Cameron Millar

## **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 Report**

#### **February 2015**

Term 1 swimming has started smoothly (from week 2 of the term), with similar numbers to last term.

Club Nights and our regular Friday skills session also returned in the first week of swimming. Our Club Captains and Vice Captains (Sally King, Tate Burton, Camryn Arnold and Sam Peapell) were presented with their Captain and Vice Captain shirts in week 2.

Club Night, skills session and our learn to swim classes last Friday were cancelled due to concerns about the poor weather conditions. A make up session will be offered to our learn to swim group in the last week of term.

A small band of people helped out with the working bee which took place on the first weekend of school. It was pleasing to see some new faces there as several committee members were unable to attend due to other school commitments with the Sherwood Arrows.

We have welcomed a new staff member, Lydia Pointon, to the coaching team. Originally engaged to help coach on Wednesday afternoons, Lydia has also been able to assist us while one of our other coaches has been recuperating from an unexpected injury.

Current balance of our Commonwealth Bank account (as at 23 February 2015) is \$44,552.42. Deposits to the account so far this year (totalling \$13,080.50) have related to payments from

families for their children swimming in Term 1, canteen takings and interest. Payments out (totalling \$9,713.36) have related to:

- Wages of coaches and canteen convenor (\$2,187.28)
- Superannuation payments for staff (\$1,103.67)
- PAYG payment to P&C (\$2,589.81)
- Canteen supplies (\$1,657.06)
- Purchase of new shirts for Club Captains and Vice Captains and new Committee members (\$317.60)
- Payments associated with providing and maintaining the Sherwood Sharks website for the period 2010 to 2014 (\$369.78)
- Purchase of 10 sets of new swim fins (\$280.50)
- Purchase of new backstroke flags for the pool (\$171.60)
- Payment to Associated Gas and Plumbing for work completed last year with canteen renovations (install dishwasher, relocate hot water, install Zip Hot Water system) (\$748.00)
- Purchase of 14 towels for Presentation Day (for Age Champions) (\$70.00)
- A couple of refund payments to swimmer's families (\$195.00)
- Miscellaneous stationery purchases (\$23.06)

Expenses expected to be incurred over the next month (apart from our usual canteen and coaches expenses) include:

- Purchase of ribbons and trophies for Club Championships and Presentation Day
- Embroidery costs for towels for Presentation Day and Captain and Vice Captain Shirts
- Purchase of road base for entrance into pool area

Financially, we expect that this season the Club will maintain its current financial position. It seems unlikely there will be a significant profit this season due to the Club making various payments for the Canteen renovations and some unexpected pool maintenance costs this year. We are still waiting to receive advice as to whether we have been awarded a further grant which would allow us to install more storage cupboards and shelving in the Canteen.

Planning is underway for the annual Oxley Cup on 8 March. This year it will be hosted by Graceville Swim Club. The final team will be announced soon by Coach Kendall.

Our Club Championships will be held on Sunday 22 March with our Presentation Day and break up party on Friday 27 March.

We continue to search for encourage parents to join our committee to help for transition planning over the remainder of this year, as several long term committee members (President, Squad Coordinator and Secretary) will be stepping down at the end of this season due to their children moving on to high school.

## **Fete Committee Report for April 2014 P&C Meeting**

## FETE COMMITTEE REPORT FOR FEBRUARY 2015 P&C MEETING

The Fete is set for Saturday 9 May, the usual day before Mothers Day.

The Fete committee continues on with mostly the same members as last year but we are pleased to welcome **seven** new members.

- We now have a team dedicated to the task of communicating important fete information and dates to the school and wider community. They will use a combination of the newsletter (now distributed via hard copy and emailed separately on Tuesdays), website, facebook page and print & broadcast media.
- We have a Sponsorship / Donations Co-ordinator. He has a team of people requesting support / donations from the local community
- We have a Raffle Co-ordinator
- To assist the communication between our team and the wider community, we are looking to establish our own domain name and 5 new email addresses
  - Stalls@sherwoodfete.com.au
  - Media@sherwoodfete.com.au
  - Donations@sherwoodfete.com.au
  - Entertainment@sherwoodfete.com.au
  - Newsletter@sherwoodfete.com.au

The committee has met twice already and we are well on our way to putting together the basis for a successful fete. We have had excellent support from the wider school community in confirming stall convenors. Weekly donations start this week (Feb 23<sup>rd</sup>) and stalls are starting to take donations.

### Entertainment

- David Curnow, from the ABC, has once again agreed to be MC for the day.
- Entertainment is being booked with only 4 spots yet to be filled.
- Rides have also been booked.

### Data Base – Vision6

In order to better communicate with the wider community, we propose to develop a database of friends and supporters of the fete. Once set up, this will greatly improve the accessibility of



important information about these businesses – not just contact details but also any other information we gain in order to better tailor our interaction with these businesses. This information is currently stored in an Excel spreadsheet.

We intend to use an Australian company called Vision6 ([www.vision6.com.au](http://www.vision6.com.au)) – a cloud-based system, which is widely used across industry and government.

V6' offers a second-tier package at \$29 per month (+GST). This includes storing 501–2500 contacts and issuing as many as 12,500 emails (month). V6 is very good at collating uploaded email lists, issuing news items/links, offering people the opportunity to unsubscribe, tracking etc. It could also be used to create online registration forms for fete volunteers. All the data is easily backed-up and stored anywhere the school would like. When the fete is over, we can download the database and shut down the account until next year.

## **Anticipated Expenses**

The fete committee requests approval from the P&C for the following outlays:

1. **Deposit for ABC Rides** - \$600. Rides are approximately \$15,500 (in the process of being finalised)
2. **Stage** - \$1,250
3. **Cold room hire** - \$800
4. **Bins** - \$600
5. **Skip** - \$300
6. **Chairs etc-** \$750
7. **PA system for stage** - \$900
8. **Boxes for fete room etc** - \$700
9. **Raffle ticket printing costs** \$800
10. **ATM2Go** - \$500
11. **Band** - \$250
12. **Security** - \$950
13. **Database** – Vision 6 - \$29/month for 5 months - \$145+GST
14. **Domain name and email addresses** - \$150/year
15. **1 x pop up tents and sides** \$1500 – from the usual allowance of 10% of last year's proceeds
16. **5 Tables** - \$500

This totals \$ 10,695 prior to the fete, including \$2300 from the infrastructure allowance. (balance of rides (\$14,900) due shortly after fete.)

Any queries regarding the fete to sherwoodfete@yahoo.com.au.

Margie Loveday

20 Feb 2015

**Motion:** To approve fete expenses of \$10,695 (including \$2300 from infrastructure allowance).

**Moved:** Libby Straker

**Seconded:** Jim Shakalla

### ***Sherwood Arrows Report***

#### Sherwood Arrows P&C Report

We have started performances already:

1) Performed at FABruary on the Gold Coast – a new health initiative

We have things coming:

1) Skipping skills workshop – Sat 21 March – at Sherwood SS new hall – teams from QLD come together to workshop skipping skills

2) 2015 Sport and Recreation Services Free Sports Expo in Toowoomba – Date to be confirmed (prob. Thurs 19 March)

Trivia night – Theme – BOOKS – prob. Sat 1 July

#### ***Building Fund Report:***

Nothing to report.

#### ***OSHC Report:***

## **P & C Report – Outside School Hours Care 23/2/15**

We have had a very busy start to the New Year in OSHC. Our numbers have increased over 30% for most sessions. This has meant an increase in staff being hired, the food being bought and supplies

being ordered for the children's activities. The cost of care will cover the extra expenses needed to function efficiently so that quality care can still be maintained.

We have lost two of our senior staff this month. One is moving to the Gold Coast and the other (one of our Assistant Coordinators) has enrolled in a study course that operates from 9:00am – 5:00pm, Monday to Friday so it is not viable for either of these staff to work at Sherwood OSHC anymore. Therefore, we have asked two of our reliable educators who have been highly dedicated to the service to step up and become senior staff members. We will also be hiring three new educators to ensure enough staff are available as a couple of our other educators have expressed that their university timetable has become more demanding and their availability will now be very limited. With this in mind, I would like to secure two other staff members' positions even further. One is already on permanent part-time and I would like to offer her additional hours and the other is employed as a casual and I would like to offer her a permanent part-time position. Both these educators will be studying for their diploma through open learning this year and I think it adds stability to the centre to have familiar staff about at most sessions. Wages would not vary a great deal as there would still be the same amount of staff on duty and permanent wages are less than casual at a daily rate with paid leave making up the difference.

Training sessions have been taking place for all staff members. Each one has completed the same power point presentation and read the WHS Lockdown and Fire Procedures that the school has. Most staff have also participated in an Emergency Evacuation Training Session which took place in the Old School Hall. Educators have viewed a short video on Manual Handling in Child Care during a staff meeting and will complete online training in this area over the first semester. Child Protection modules have now been set up for each staff member to complete online which needs to be concluded by the end of March. Our senior Educators will also take part in a Food Supervisor's course so we can ensure that appropriate practices are being maintained during food preparation. All training courses distribute a certificate on completion to educators and a copy is kept in their files at the OSHC office.

We are at the finishing stages of our "Class Movies" project which is a video showing life at an OSHC centre through the eyes of a child. This project was initiated by QCAN and will be made available on a public website. Therefore, all children whose faces appear in this presentation have had written permission obtained from their parents/guardians to participate and if denied, that section of the video has been deleted. Our last Vacation Care was very successful with many positive comments about the program, the children's enjoyment of the activities presented and the cost of excursions. All of our excursions booked out before the end of term 4 last year and there was great feedback about Chipmunks Playland, The Planetarium, Sea World and the senior's Ice Skating. The new Vacation Care program is completed and attached. We will be using "The Arts" as our inspiration for set activities during this time. There are still two items not confirmed yet but they should go ahead as planned as I do not anticipate any issues arising.

Our budget draft is also attached. It shows that a reasonable amount of funds should be able to be allocated towards the proposed OSHC building project.

Leanne Davey  
OSHC Coordinator  
Sherwood State School

# Vacation Care Program – Autumn 2015

Week 1	Monday 6 <sup>th</sup> April	Tuesday 7 <sup>th</sup> April	Wednesday 8 <sup>th</sup> April	Thursday 9 <sup>th</sup> April	Friday 10 <sup>th</sup> April
7 <sup>th</sup> –10 <sup>th</sup> April		Kite Making  Swimming	Ipswich Art Gallery, Queen’s Park and Mini Zoo	Drama Dragons  Group Games Juniors-Bingo Seniors- Quiddich	Multi-Media Movie Preparation  OSHC Movie
Week 2	Monday 13 <sup>th</sup> April	Tuesday 14 <sup>th</sup> April	Wednesday 15 <sup>th</sup> April	Thursday 16 <sup>th</sup> April	Friday 17 <sup>th</sup> April
13 <sup>th</sup> –17 <sup>th</sup> April	Juke Box, Pin Ball & Slushie Machine  Dance & Music	Creative Dance Industries (Superheroes)  Swimming	Eldorado Cinema Home/ Spongebob  Design Competition	(Juniors) Dress-up Party (Dress as your favourite book character)  (Seniors) Just Jump & Redbank Plaza	Cooking and Café set-up  Restaurant

**Motion:** To approve Vacation Care for Autumn 2015.

**Moved:** Julie Arnold

**Seconded:** Libby Straker

**Motion:** To approve OSHC budget for 2015.

**Moved:** Jim Shkalla

**Seconded:** Margie Lovelace

**Sherwood OHSC 2015 - Draft Budget**  
**Sherwood State School P&C Association Outside School Hours Care**  
**January 2015 to December 2015**

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTALS
<b>Income</b>													
Child Care Fees (200)	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$516,000.00
Interest Income (270)	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$1,440.00
Other Revenue (260)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$517,440.00</b>
<b>Gross Profit</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$43,120.00</b>	<b>\$517,440.00</b>
<b>Less Operating Expenses</b>													
Advertising (400)	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Bank Fees (404)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$72.00
Bookkeeping Expenses (406)	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$6,720.00
Care Expenses - Arts & Craft (420)	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$2,500.00
Care Expenses - Excursions & Incursions (422)	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$1,000.00	\$1,500.00	\$0.00	\$1,500.00	\$1,000.00	\$0.00	\$1,500.00	\$11,500.00
Care Expenses - Food & Groceries (423)	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$16,800.00
Care Expenses - Games & Equipment (421)	\$300.00	\$500.00	\$0.00	\$200.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$300.00	\$0.00	\$0.00	\$200.00	\$3,000.00



Wages and Salaries (477)	\$24,00 0.00	\$24,00 0.00	\$24,00 0.00	\$36,00 0.00	\$24,00 0.00	\$27,00 0.00	\$27,00 0.00	\$24,00 0.00	\$24,00 0.00	\$36,00 0.00	\$24,00 0.00	\$20,00 0.00	\$314,00 0.00
<b>Total Operating Expenses</b>	<b>\$33,91 4.00</b>	<b>\$35,41 6.00</b>	<b>\$33,84 9.00</b>	<b>\$44,31 8.00</b>	<b>\$30,16 4.00</b>	<b>\$33,65 9.00</b>	<b>\$37,35 5.00</b>	<b>\$30,48 3.00</b>	<b>\$31,54 7.00</b>	<b>\$42,11 8.00</b>	<b>\$29,64 4.00</b>	<b>\$27,86 0.00</b>	<b>\$410,32 7.00</b>
<b>Total Expenses</b>	<b>\$33,91 4.00</b>	<b>\$35,41 6.00</b>	<b>\$33,84 9.00</b>	<b>\$44,31 8.00</b>	<b>\$30,16 4.00</b>	<b>\$33,65 9.00</b>	<b>\$37,35 5.00</b>	<b>\$30,48 3.00</b>	<b>\$31,54 7.00</b>	<b>\$42,11 8.00</b>	<b>\$29,64 4.00</b>	<b>\$27,86 0.00</b>	<b>\$410,32 7.00</b>
<b>Net Profit</b>	<b>\$9,206. 00</b>	<b>\$7,704. 00</b>	<b>\$9,271. 00</b>	<b>\$1,198. 00</b>	<b>\$12,95 6.00</b>	<b>\$9,461. 00</b>	<b>\$5,765. 00</b>	<b>\$12,63 7.00</b>	<b>\$11,57 3.00</b>	<b>\$1,002. 00</b>	<b>\$13,47 6.00</b>	<b>\$15,26 0.00</b>	<b>\$107,11 3.00</b>

## Principals Report

# Parents and Citizens Association

*Principal's Report, Dr Greg Nelson*



Monday 23 February 2015

<b>Enrolments 2015</b>	<b>Enrolment Management Plan (EMP)</b>  By Day 8 we enrolled 570 students. This enabled us to put into place the staffing we anticipated.  We enrolled 95 students into Prep, almost all of whom we either 'in catchment' or siblings of students currently enrolled. There were approximately 40 families on our waiting list for Prep and unfortunately most of these families were not able to enrol their children at Sherwood.  In 2016 I also intend to enrol 4 Prep classes. Our waiting list starts on Monday 13 July at 8 am. Parents are able to phone or come in person to put students on a waiting list.  Currently we do have places in several year levels for some additional students.  Sherwood is enrolment managed for 631 students but I anticipate we will reach 600 and manage our numbers around this enrolment target.
<b>Master Teacher</b>	<b>Master Teacher position</b>  Tracy Freeman is our Literacy/Numeracy Coach (Master teacher) for the period 2015-2017. Tracy works 2 days per week at Sherwood and 3 days each week at Graceville. Her focus at Sherwood is Years 3, 4 & 5 Writing and Spelling but this will expand to other year levels as the year progresses. Tracy is working in classrooms demonstrating high quality approaches to teaching writing and providing support to develop a consistent school wide approach to the teaching of writing.
<b>Facilities</b>  <b>Gum Trees</b>  <b>Toilets</b>	<b>Facilities:</b>  <u>School Trees</u> : Senior Arborist has assessed our gum trees and appropriate remedial action has been undertaken. The figs at the front of the school will be removed due to damage caused to drainage.



<b>Old Hall extension</b>	<p><u>Extending Junior Toilets</u>: Draft plans have been drawn up and discussed.</p> <p><u>Extending Old Hall</u>: A meeting with BCC is to be organised to discuss this work.</p>
<b>Extended Sherwood Music Program</b>	<p>Our music programs are expanding. Year 1 have their own choir of 25 rehearsing before school on Monday mornings at 8am, and Year 2 have their own choir of 40 rehearsing with Christina Mairs on Wednesday mornings at 8am. Year 3-4 have a group of 37 singing in Cantori on Thursday 7:45am and La Bella Voci has 39 voices singing on Friday mornings at 7:45am with the possibility of picking up some new singers from new students at the school.</p> <p>Ignite Choir is an adult community choir that has started rehearsing at Sherwood on Tuesday nights at 6:30 for a 7pm start. The choir is celebrating its 10<sup>th</sup> year under the leadership of Harmony Woollett and has many performance opportunities throughout the year. Rebecca Starr is accompanying the choir. All are welcome to join and membership can be on a term by term basis.</p> <p>The band program has 54 players as does the string program. The beginner strings students have kicked off the year with an all day workshop to introduce them to their new instruments which was quickly followed up by a meeting with their parents after hours so that they could learn how to support their students through the process of starting an instrument. Band students are welcome to rehearse before school and during breaks if necessary to make sure their practice is completed for the week.</p> <p>We are establishing a recorder group to cater for students waiting for the opportunity to join the band or who would like another opportunity to learn and play music in an ensemble. So far 15 students have returned their details for inclusion in the ensemble.</p> <p>All ensembles have started rehearsals as of last week and the attendance so far has been excellent. Senior Band and Sinfonia rehearse on Tuesday mornings from 7:45am. Hopefully the recorder group will begin working together next week during first break on Tuesdays in the Music Room.</p>
<b>P&amp;C Funding</b>	<p><b>P&amp;C Funding priorities for Sherwood in 2015</b></p> <p>Commitments from 2014 that have been completed at the Year 7 Open time capsule (\$1,000), the top-dressing of the oval (approx. \$15,000). In 2015 the P&amp;C has committed to extending the Junior Boys Toilets (approx.. \$30,000) and extending our IT (\$60,000).</p>
<b>Music Room</b>	<b>Water Damage to Music Room</b>

<b>flooding solution</b>	Engineers are currently drawing up plans for a solution to the New Hall and Music Room flooding during significant heavy rain events. This funding is accessed from sources external to the school. Improvements to the sewage in the New Hall will also be undertaken.
<b>Financial Report</b>	<p><del>See attached</del> – Currently we are ordering curriculum resources – and the 30 new computers have arrived. Please also see the Student Resource Scheme Proposal (\$100/Prep student &amp; \$80/Yr 1 to 6) and the Voluntary Fund supporting IT (\$100).</p> <p><b>Discuss:</b> Interschool Sports levee – (approx. \$60) <u>Note:</u> two busses for 10 weeks is \$7,200. To keep costs reasonable some students will use the train (AFL, soccer).</p> <p><b>Commitment to levees and voluntary contributions:</b> As a school community we need to improve our commitment to levees and contributions to ensure we can maintain our services and facilities.</p>

**Notes:**

The 4 hour parking zone signs have been installed on McCulla Street.

Interschool Sports Payment - \$60 per Semester includes either bus or rail travel as required

**Motion:** To approve the Committee Reports.

**Moved:** Margie Lovelace

**Seconded:** Libby Straker

**Meeting Closed:** 9.10pm

## P&C Funding of Sherwood State School

There are operational expenditures for operating the Parents and Citizens Association.

Operational Expenditures include:

Funds surplus to the operational expenditures are designated for supporting improvements at Sherwood State School. Recent support includes the following.

### Approved P&C Funding

Expenditure Purpose	Approved Expenditure	Actual Expenditure	Approved	Expended	Notes
Literacy Resources	10,000	11,996	2013	2013	
Library Refurbishment	10,000	9,474	2013	2013	
Flag poles	5,000	3,549	2013	2013	
Water Bubbler	7,000	1,375	2013	2013	
Computer Replacement	10,000	10,000	2013	2013	
iPads	15,000	17,974	2013	2013	
Shade Sails	5,000	4,389	2013	2013	
Hall Maintenance		4,115	2013	2013	OSHC hall repair and maintenance
Upgrade Kitchen Dishwasher		2,500	2013		
Level and re-turf Junior Soccer ground	5,000	5,000	2013	2014	Funds being sought through Community Grant initially, and then through the P&C if the grant application is unsuccessful. This was paid for in total by the Sherwood

					Sharks
Tables and benches in eating areas					
Drinking taps on the oval	2,000		2013	2013	
Climbing Wall	20,000	18,962	2013	2014	1/3 contribution by the Sherwood Sharks
Maths Resources	10,000	10,200	2014	2014	
Laser level and top dress oval	20,000		2014		
Wall art commemorating Year 7s at Sherwood	1,000		2014		
Sports equipment	5,000		2014		
Upgrade Junior Toilets	15,000				An additional \$15,000 has been approved either as a loan or gift from OSCH funds. Currently determining regulatory requirements.
Upgrades to pool facilities:		(approx costs only)	(since Aug 2013)		Sherwood Sharks have paid for these items
- concreting under grandstand		3,000	2013		
- grounds maintenance work (annual cost)		1,500	2013		
- electrical repairs and upgrades to lighting		4,300	2013,2014		
- maintenance of solar heating system		150	2013		
- provision of storage and shelving for swimming equipment		550	2014		
- installation of new lane rope anchors to comply with electrical inspection requirements		4,600	2014		
- miscellaneous equipment replacement e.g. backstroke flags					

		200	2013		
Upgrades to pool canteen facilities:					Sherwood Sharks have paid for these items
- purchase new freezer		1300	2013		
- install dishwasher and ZIP hot water	800		2014		

Proposals for consideration

Expenditure Purpose	Approximate Expenditure	Priority	Notes
Upgrade Junior Boys Toilet	15,000		An additional \$15,000 has been approved either as a loan or gift from OSCH funds.
Fencing staff car-park			Seeking advice from fencing contractor regarding disability access.
Upgrades to pool canteen facilities	Low \$4,000's		Grant application submitted by Sherwood Sharks for a Caring for our Communities Grant – to be decided January 2015
Possible extension of OSCH hall	TBA – Significant		OSHC is in the process of assessing the feasibility of extending their indoor space (likely inclosing underneath the hall).

## P&C Funding: Strategic Leadership Team priorities

Initial discussions on P&C funding – notes from schools Principal and staff

Project	Approx. Cost	Priority	Notes
Laptops in classrooms (30 for Year 6)	\$39,000	H	(\$1,000 each includes insurance for breakage, trolley etc.)
iPads x 30 (extending current program to Year 2)	\$18,000	H	
Improved Junior Boys toilets			Currently funded
Sports equipment to be made available at break times			Currently sports equipment is made available
Small activity stations in the Junior Play area or another Adventure Play Ground in the same area			
Wooden platforms under the gum trees			
Handball Courts painted under Prep areas			WH&S issue with the placement of the posts
Recycle Bins			
Painting Sherwood Best signage around the school (including logo)			
CCTV cameras for security around the school			Very low levels of vandalism to Sherwood currently
Expanded models of OSHC including outsourcing			
More interschool competitions			National Curriculum exhausts opportunities for this
Survey parents to expand services to students eg. To and fro transport; week end tutoring classes;			
More science experiments/equipment			Science Room refurbished and organised in 2013
P&C fund student graduation costs	\$2,000		Recurrent funds at approximately \$30/student
Science Lab/Art Room			This idea would need developing further – at present it is very open ended.
Solar panels (on the New Hall)			The funds for electricity currently covered by DETE – the saving would not come to the school
Instrumental Music for all students			Not all students have a capacity to learn an instrument, and staff not available
Additional staff employed to supervise play on the Oval before school			Does not seem to be a significant problem with current arrangements
Upgrading toilet facilities and change room at the pool			Sharks have already upgraded facilities and do not see what more is required
Enhancing Book Week (author talks, performances, readings, dressing up etc) employ a person to	\$4,000		Ann sees this as her responsibility but would ask for assistance.

organize this			Author visits in book week is most expensive
<b>Pathways</b> , developed by Paula Barratt to build a better society			Teachers currently very extremely time poor
Security and child safety fences	\$10,000		First priority – gates, then fencing across staff car park

Funds available for IT

Grant details	2014 School ICT Supplementary Grant	
	Debit	Credit
ICT Supplementary Grant Gross		\$33,186
Web and Internet Access Service (ex GST)	\$8,000	
Microsoft Enterprise Agreement (ex GST)	\$2,915	
<b>ICT Supplementary Grant Net</b>		<b>\$22,271</b>
\$1200 Minimum safety net	Not applicable	

Approximately \$12,000 of this is set aside to employ a technician to visit one day each week – this is essential.

The voluntary fund for IT has collected

The Voluntary Contribution which targets IT has generated approximately \$17,000 in 2014 – our target was \$33,000 and I feel we will begin to close this gap in the coming years.

In 2015 we will have all of our computers within warranty and less than 5 years old – this is a significant achievement which we need to sustain.

**Motion:** Subject to the presentation of a long term IT strategy, sufficient funding and a successful fete the P&C will fund the laptops (\$39000) and iPads (\$18000) next year. The laptops have priority over the iPads.

**Moved:** Jim Shkalla      **Seconded:** Natalie Bagdonas

Meeting closed: 9.35pm