

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 29th February 2016, 7.30pm Staff Room

APOLOGIES:

Elke Hughes
Allison Pankhurst

ATTENDANCE: David Laws, Jimmy Shkalla, Greg Nelson, Michelle McKinlay, Stephen Pankhurst, Helen Jamieson, Cathie Perkins, Laura Wesling Smith, Julie Arnold, Kylie Wells, Neil Tyson, David Smithson, Jonathon Wells, Ashutosh Raina, Martin Woodbury, David Chapman, Christopher Butcher, Leanne Davey, Nicole Johnston, Tamanna Kaushal, Rekha Mahendiratta and Cameron Miller.

Meeting Opened: 19.31

Moved: Stephen Pankhurst Seconded: David Laws

Greg introduced Kylie Wells, newly appointed Deputy Principal, to the P and C. Kylie has transitioned into Sherwood State School remarkably quickly. All wished Kylie the best in the new position.

CORRESPONDENCE and MINUTES: Accepted

All received correspondence was distributed.

Moved: Stephen Pankhurst Seconded: Julie Arnold

TREASURER'S REPORT:

Please note attached.

Moved: Stephen Pankhurst Seconded: David Chapman

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Tuckshop end 2015

Last term of tuckshop went slightly smoother than previous terms as the majority of volunteers turned up for roster most of the time.

Sales were good and the days went well.

Graduation went well this year, rsvp's were back in plenty of time (thanks to Ms Leslighter) which makes it easier to plan and order. We had 2 full time senior and 1 half time senior staff + 2 half time juniors which worked well with the amount of food we needed to produce. The air conditioning in the tuckshop in the last few weeks was much appreciated, particularly during graduation preparation when we never have enough fridge space. The tuckshop being much cooler meant some

items were able to be left at room temperature making it more manageable. Also the servers did not look so red-faced as we usually do.

Christmas breakup party was a small occasion with approx. 8 of our 60 or so volunteers attending. Celebrations may be moved to July in 2016.

2016

The state government has implemented changes to the smart choices guidelines for tuckshops. This will mean removing some of our much loved items including some of our higher profit margin ones. When the smart choices were introduced the decision was made to have a higher mark up on the less healthy options to offset the lower margins on green items, ie sandwiches, fruit & milk. As these high profit items are removed it will become harder to see a profit in tuckshop without price increases. Sadly, increasing prices will decrease sales as there is always a resistance to paying more.

Cathie, the convenor will be attending the tuckshop convention on March 19 with a view to receiving more information about the changes to the government guidelines.

We have found it difficult to acquire enough volunteers this year but are slowly getting there. Online ordering usage is now around the 80% which is fantastic and makes it so much easier for the volunteers and convenor.

Year one's are enthusiastic new buyers during counter service with line regularly well into the quadrangle. Some year 6 students have started training with Cathie to help out during busy times.

The tuckshop committee has not yet had its first meeting for the year but will be meeting this term.

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

Nothing to report.

Fete Committee Report

FETE COMMITTEE REPORT FOR FEBRUARY 2016 P&C MEETING

The Fete is scheduled for Saturday 7 May. The committee has met twice and assigned the following key roles:

Logistics – Murray Adams

Convenor Coordinator (Stalls) – Jo Chiu and Danielle Wilson

Internal Communications (Newsletter) - K-Le Gomez-Cabrera

Media and Social Media Communications – Ashutosh Raina

Donations and Sponsorships – Alan Duffield and Cameron McClurg

Raffle Coordinator – Cameron McClurg

Entertainment – Lisa Bellamywells and Liesa Hogg

Class Donation Coordinator – Vacant (Jo Chiu interim)

Fete Committee Secretary – Liesa Hogg

Logistics

Stage has been booked. Rides are being selected and booked - some different rides may be made selected in 2016. The Brisbane City Council event permit is being finalised and submitted.

Stalls

Convenors have been confirmed. Vacancies exist for Verandah Café and Country Kitchen. Alternative formats are being considered for the Country Kitchen. A new addition will be a soccer shoot-out stall.

Internal communications

The weekly fete newsletter has commenced and is currently being included in the weekly school e-newsletter until school office staff are able to generate a school wide email list for an individual distribution. Hard copy fete newsletters are being sent home with “oldest in the family”.

The following email addresses are in use:

entertainment@sherwoodschoolfete.com.au
fundraising@sherwoodschoolfete.com.au
newsletter@sherwoodschoolfete.com.au
stalls@sherwoodschoolfete.com.au
media@sherwoodschoolfete.com.au

Media and Social Media Communications

The fete website and facebook page have been updated.

<http://www.sherwoodschoolfete.com.au/>
<https://www.facebook.com/SherwoodStateSchoolFETE/>

Donations and Sponsorship

Donation and Sponsorship approaches have commenced with the following cash/vouchers confirmed to date:

\$1,000 - Place
\$1,000 - Ray White
\$1,000 - Nicole Johnson
\$1,100 - 24 Fit membership vouchers

Raffle

Prize sourcing, timeline and print planning has commenced.

Class Donations

Weekly class donation collection started 15 February. Donation lists form part of the weekly fete newsletter. We still require a class donations coordinator although committee members are filling the gap in the interim.

Entertainment

David Curnow, from the ABC is confirmed as MC. Entertainment spots are fully books. We are developing ideas for a possible participative/spectator activity to add to the afternoon schedule to create added interest and extend patronage.

Estimated Expenses

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

1. **Deposit for ABC Rides** - \$600. Rides are approximately \$16,000 (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** - \$990
8. **Boxes for fete room etc** - \$700
9. **Raffle ticket printing costs** \$800
10. **ATM2Go** - \$500
11. **Security** - \$950
12. **Domain name and email addresses** - \$150/year
13. **1 x pop up tent and side** \$1500
14. **5 Tables** - \$500

This totals \$10,390 prior to the fete (balance of rides (\$15,400) due shortly after fete).

Queries may be forwarded to the email addresses above or to Fete Committee Secretary, Liesa Hogg lmhogg@optusnet.com.au.

18 Feb 2016

Sherwood Arrows Report

Nothing to report.

Building Fund Report:

Nothing to report.

OSHC Report:

P&C Committee Meeting – Monday 29th February 2016

Change of Routines – This has become necessary for several reasons;

1. The number of children attending has grown.
2. We will be walking Year 1's to and from their classes longer than anticipated.
3. The Introduction of a more extensive training program for existing and new staff.

Please find below the new guidelines to our Before and After School Care routines.

Before School Care: 7:00am Open & Inside Play, 7:30am Inside or Playground Play, 8:00am Inside or Oval Play, 8:00am Last Breakfast Call for those present, 8:30am Pack up & Group Time followed by Sign-Out. Please note that 7:00am is our earliest sign-in time at the centre.

After School Care: 3:00pm Sign-in & Group Time, 3:15pm Afternoon Tea, 3:45pm Indoor & Outdoor Play, 5:00pm Indoor & Outdoor Pack up, 5:10pm Playground Play, 5:40 Pack up & Quiet Play, 6:00pm Close. Please note that 6:00pm is our latest sign-out time at the centre.

Predicted OSHC numbers for Term 2

OSHC Numbers 2016: BSC – M 70, Tu 69, W 70, Th 77, F 62; ASC – M 105, Tu 115, W 116, Th 103, F 81.

I-pads – With the growing number of children, it has become necessary to buy more I-pads. Currently, we are using two for sign-in. During After School Care, this can delay the process and speed of accounting for each child. With the purchase of two new I-pads, we will be able to quicken this process and sign-in all children in half the time it currently takes. This has been made a priority by the OSHC Committee as knowing the whereabouts of all children is of the utmost importance to their safety. We have also commenced looking into various online enrolment systems so we can start this process in 2017. Hard copy enrolments will still be used for those families unable to access the online system.

Full-Time Staff – Tamanna has commenced as the full-time Assistant Coordinator and has taken on the responsibility of staff training. Aki has also commenced full-time and will start her traineeship after her probation period has finished.

Pool Accident – There was an accident at the swimming pool during Summer Vacation Care which was reported to the Government plus the P&C President. New risk assessments have been derived and approved by ECEC as a follow-up to this incident.

Payment Policies –

- Reminder Letters will soon be introduced to those families who have fallen behind in payments.
- It has become necessary to implement our late collection fee as there are some families who are regularly arriving after 6:00pm to pick up their children.
- The OSHC Committee reviewed the policy of only 48 hours' notice to be given in order to cancel a booking during term time and chose to keep this timeframe as sufficient notice.
- The option of direct deposit for payments was also discussed by the OSHC Committee and it was decided that this would be allowed with certain conditions attached e.g. Upfront for the whole term or a written agreement in place for payments to be made each fortnight.

Community Involvement – The service joined the Smith Family to collect toys for children who would not necessarily receive any presents for Christmas. This expanded our community involvement which already included The Pyjama Foundation and Mercy Community Services.

Kitchen Update – We have one kitchen quote that does not include all work, one finalized quote that does include all work and another quote that should have been in by now which also includes all work. We have had two other kitchen companies come out and measure up quite a while ago but did not give final quotes. I have lined up another kitchen company for a quote but they renovate the kitchen only. However, they said they can still arrange all other work through a registered builder and offer the two quotes to us so we can gain a prediction of the full cost of renovation work. I would also ask if it is possible for this work to be performed by the Government whilst building downstairs or is that not a viable idea.

Preliminary Budget – Attached.

Autumn Vacation Care Program – Attached.

Leanne Davey
OSHC Coordinator

Sherwood State School

SUB COMMITTEE REPORTS: Accepted

Moved: N/A

Seconded: N/A

BUSINESS ARISING:

- OSHC raised issue of bark depletion at Monkey bar area. Greg Nelson will hold talks with Wayne Broom the Groundsman about options of better containment such as raising boundary boarder. OSHC will update at March P and C.
- Susan Summers addressed P and C outlying details of “Respectful Relationships Education Program” which supports Third Ranking Item of P and C funding initiatives. P and C agreed in principal to engage the program targeting Term Four 2016. There was also agreement to hold a parents information session before the program is rolled out to students. Program cost is AUD7 per child per night. Years four to six have been targeted for program.
- Members of P and C raised option of utilising existing P and C funds (from OSHC account) set aside for the OSHC extension to action agreed funding initiatives. There is currently AUD22k of available funds which covers Item One – Year Five laptops (AUD20K). Item Two – Handwashing Facilities and Item Three – Physical and Emotional Development could be covered by the OSHC extension funds then repaid once fete revenue is received. P and C will process / action Initiatives in order as per voting results documented in November 2015 minutes.

A motion was moved to utilise existing P and C funds to action agreed initiatives with used funds to be repaid to OSHC account once fete revenue is received.

Moved: David Chapman

Seconded: Cameron Miller

- It was agreed to action Item One – Year Five laptops at earliest opportunity with Greg to update March P and C meeting with final details covering cost and implementation.
- Update on OSHC building extension – there appears to be no council issues in performing extension with scope of works and quotation currently being finalised. David is hoping to give further update at March P and C.
- Jimmy is currently finalising requirements / submission of 2015 Audit. All is on track with submission to be presented late March 2016 to Auditor. This is a great result considering our performance for the 2014 audit – great work Jimmy and Sub Committee representatives.
- Due to March School holidays the March AGM and P and C Meetings will be held on the 21/3/2016. This will also fit 2015 Audit requirements.
- P and C members discussed the possibility of Sub Committee’s presenting financial budgets to assist account reporting activities, fund availability and required operating capital level. This will assist P and C decision making processes as well as assist P and C Treasury executives in performing current roles. It may also benefit Auditing requirements. Budgets will only be at a high level. It was also suggested that the 2014 or 2015 financials could be used as a base line in developing the budgets. Helen advised that there are templates available from P and C QLD to assist. Greg will speak to book keeper about support options for Sub Committee treasurers. Greg hopes to be in a position to update progress at March P and C meeting.
- A request was put forward to the Treasurer to display actual available P and C fund balance in the Monthly report moving forward.
- OSHC advise that kitchen renovation budget may have to extend to AUD70k due to requirement of meeting commercial grade standards.
- The OSHC Autumn 2016 Vacation Care Program was presented for discussion. Stephen Pankhurst moved a motion to accept the OSHC Spring Vacation Care Program which was seconded by Laura Wesling Smith.

Principals Report

Please note attached.

- The 2016 Excursion Proposal Program was presented for discussion. Stephen Pankhurst moved a motion to accept the 2016 Excursion Proposal Program which was seconded by Julie Arnold.

Meeting Closed: 22.08

Moved: Stephen Pankhurst

Seconded: Jimmy Shkalla