

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 27th July 2015, 7.30pm Staff Room

APOLOGIES:

Allison Pankhurst

David Laws

Natalie Bagdonas

Hedi Casperson

Chris Butcher

David Chapman

ATTENDANCE: Greg Nelson, Laura Wesling Smith, Stephen Pankhurst, Leanne Davey, Jim Shkalla, Martin Woodbury, Cameron Miller, Chris Butcher, Francine Hayler, Cathie Perkins, Jonathan Wells and Julie Arnold.

Meeting Opened: 19.31

Moved: Cameron Miller Seconded: Jim Shkalla

CORRESPONDENCE and MINUTES: Accepted

All received correspondence was distributed.

TREASURER'S REPORT:

YTD Indicative Results including all sub-committees

Treasurer's Report - 2015/06

Date: 22/06/15

YTD Indicative Results including all sub-committees

Profit & Loss
Sherwood State School P&C Association
All Services
1 January 2015 to 30 June 2015

	Arrows	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
Total Income	100	15	289,077	121,581	25,016	28,438	36,292	500,519
Total Cost of Sales	-	-	19,753	-	6,511	16,417	9,923	52,604
Gross Profit	100	15	269,324	121,581	18,505	12,022	26,369	447,915
Total Operating Expenses	1,673	-	194,994	132,865	20,751	5,483	4,908	360,674
Net Profit	- 1,573	15	74,330	- 11,284	- 2,246	6,539	21,462	87,242

Comparison to prior month's performance

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

Summary

	Jun 2015	May 2015	Variance
Cash			
Cash received	61,513.42	197,588.06	-68.9% ▼
Cash spent	86,004.62	137,302.98	-37.4% ▼
Cash surplus (deficit)	(24,491.20)	60,285.08	-140.6% ▼
Closing bank balance	412,468.56	436,959.76	-5.6% ▼
Profitability			
Income	58,998.90	156,281.04	-62.2% ▼
Direct costs	10,175.71	2,519.63	303.9% ▲
Gross profit (loss)	48,823.19	153,761.41	-68.2% ▼
Other Income	0.00	0.00	0.0%
Expenses	37,743.16	91,486.01	-58.7% ▼
Profit (loss)	11,080.03	62,275.40	-82.2% ▼
Balance Sheet			
Debtors	36,076.92	34,762.52	3.8% ▲
Creditors	4,933.22	35,739.02	-86.2% ▼
Net assets	518,144.18	507,064.15	2.2% ▲

Activity since last report (May'15)

Profit & Loss
 Sherwood State School P&C Association
 All Services
 1 June 2015 to 30 June 2015

	Building Fund	OHSC	P & C	Swim Club	Tuckshop	Uniform Shop	Total
Income							
Canteen - Counter Sales	0.00	0.00	0.00	0.00	4,582.10	0.00	4,582.10
Canteen - Edimensions Pty Ltd	0.00	0.00	0.00	0.00	3,522.65	0.00	3,522.65
Canteen - Students Direct	0.00	0.00	0.00	0.00	200.00	0.00	200.00
Child Care Fees	0.00	47,969.87	0.00	0.00	0.00	0.00	47,969.87
Interest Income	1.68	246.01	122.22	40.70	24.47	0.00	435.08
Tennis Court Hire	0.00	0.00	331.15	0.00	0.00	0.00	331.15
Uniform - Accessories Sales	0.00	0.00	0.00	0.00	0.00	88.50	88.50
Uniform - Bag Sales	0.00	0.00	0.00	0.00	0.00	56.00	56.00
Uniform - Clothing Sales	0.00	0.00	0.00	0.00	0.00	1,567.00	1,567.00
Uniform - Hat Sales	0.00	0.00	0.00	0.00	0.00	179.00	179.00
Uniform - Secondhand Uniform Sales	0.00	0.00	0.00	0.00	0.00	67.55	67.55
Total Income	1.68	48,215.88	453.37	40.70	8,329.22	1,958.05	58,998.90
Less Cost of Sales							
Canteen - Purchases	0.00	0.00	0.00	0.00	5,913.31	0.00	5,913.31
Care Expenses - Excursions & Incursions	0.00	1,922.07	0.00	0.00	0.00	0.00	1,922.07
Care Expenses - Food & Groceries	0.00	1,126.42	0.00	0.00	0.00	0.00	1,126.42
Uniform - Bags Purchased	0.00	0.00	0.00	0.00	0.00	7.53	7.53
Uniform - Hat Purchases	0.00	0.00	0.00	0.00	0.00	39.93	39.93
Uniform - Purchase Clothing	0.00	0.00	0.00	0.00	0.00	1,166.45	1,166.45
Total Cost of Sales	0.00	3,048.49	0.00	0.00	5,913.31	1,213.91	10,175.71
Gross Profit	1.68	45,167.39	453.37	40.70	2,415.91	744.14	48,823.19
Less Operating Expenses							
Bank Fees	0.00	5.50	136.08	0.00	0.00	299.88	441.46
Bookkeeping Expenses	0.00	561.00	330.00	0.00	0.00	0.00	891.00
Consulting & Accounting	0.00	0.00	240.00	0.00	0.00	0.00	240.00
Contributions to P & C	0.00	5,524.00	0.00	0.00	0.00	0.00	5,524.00
Employment Expenses	0.00	1,329.47	0.00	0.00	0.00	0.00	1,329.47
Fundraising Expenses	0.00	0.00	205.30	0.00	0.00	0.00	205.30
Office Expenses	0.00	989.33	0.00	0.00	0.00	0.00	989.33
Subscriptions	0.00	45.23	60.00	0.00	0.00	0.00	105.23
Superannuation	0.00	2,203.46	0.00	0.00	0.00	64.12	2,267.58
Telephone & Internet	0.00	333.80	0.00	0.00	0.00	0.00	333.80
Training	0.00	900.00	0.00	0.00	0.00	0.00	900.00
Uniforms	0.00	211.79	0.00	0.00	0.00	0.00	211.79
Wages and Salaries	0.00	23,629.24	0.00	0.00	0.00	674.96	24,304.20
Total Operating Expenses	0.00	35,732.82	971.38	0.00	0.00	1,038.96	37,743.16
Net Profit	1.68	9,434.57	(518.01)	40.70	2,415.91	(294.82)	11,080.03

Cash balances and planned spend

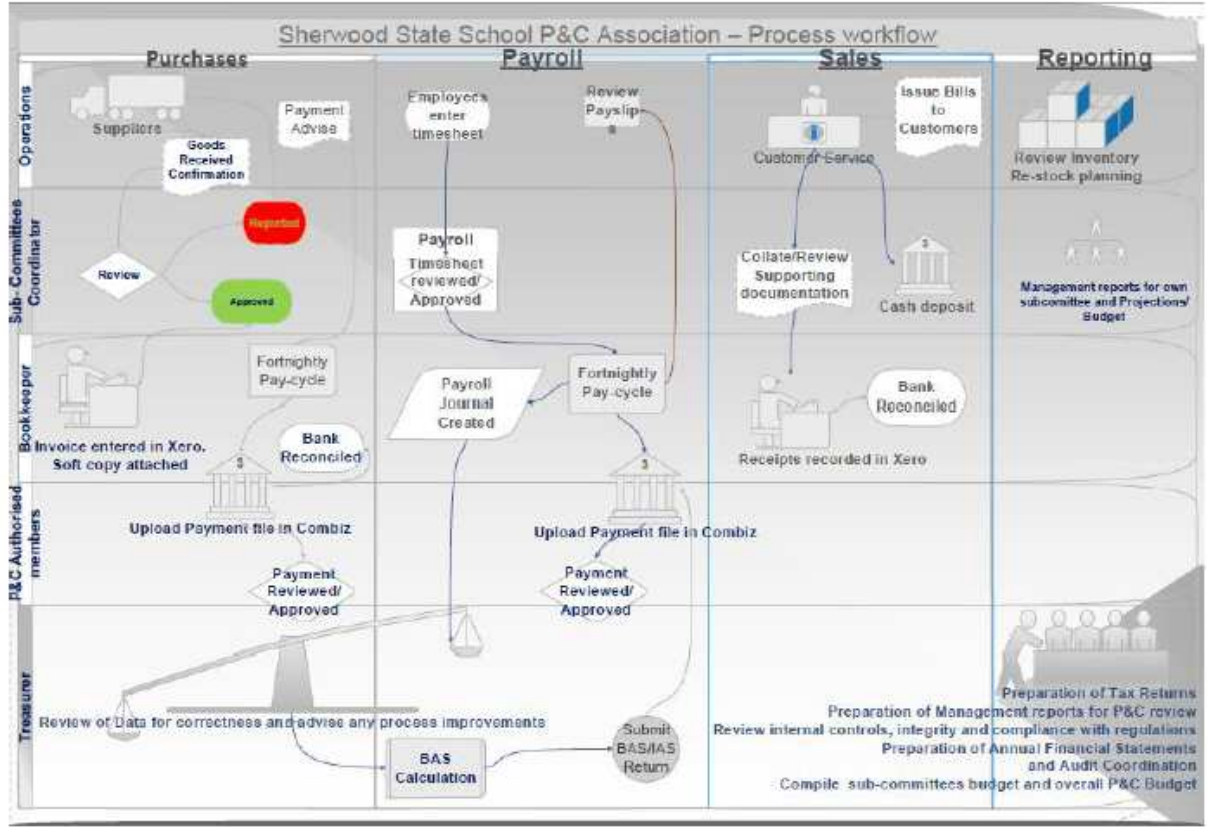
Bank Summary Sherwood State School P&C Association From 1 June 2015 to 30 June 2015

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
BOQ Bus Chq - Uniform Shop	35,977.20	2,271.75	963.78	37,285.17
Cheque Account - OHSC	185,194.20	46,873.20	38,104.68	193,962.72
OHSC CBA MasterCard Visa Debit	507.84	0.00	492.55	15.29
OHSC Petty Cash Imprest	82.10	400.00	0.00	482.10
P&C BOQ account	26,443.17	0.00	0.00	26,443.17
Petty Cash - Uniform Shop	651.20	519.50	500.00	670.70
Sherwood SS - Swim Club	27,810.33	40.70	0.00	27,851.03
Sherwood SS - Tuckshop	21,078.61	8,329.22	7,481.63	21,926.20
Sherwood SS Arrows A/c	14,858.85	0.00	0.00	14,858.85
Sherwood SS P & C Building Fun	3,657.44	1.68	0.00	3,659.12
Sherwood SS P & C Cheque A/c	97,390.69	3,942.73	39,361.98	61,971.44
Sherwood SS Savings	23,308.13	34.64	0.00	23,342.77
Total	436,959.76	62,413.42	86,904.62	412,468.56

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

Governance

Proposed Workflow for combined services accounts maintenance



Other points of interest.

- Newly appointed Bookkeeper will be taking a greater role in assisting / mentoring any subcommittee that have a small representation in regards to account administration and audit compliance aspects.
- School Auditor is comfortable with current state of OSHC account operations. Auditor has also recently employed a person experienced in school P&C accounting operations who will be working with our Bookkeeper and OSHC to assist P&C to be ready / compliant in time for audit.
- P&C Treasurer to arrange training at earliest opportunity of all subcommittees in Zero to eliminate use of spreadsheets as well as meet auditing requirements.

TREASURER'S REPORT: Accepted

Moved: Stephen Pankhurst

Seconded: Julie Arnold

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Tuckshop Semester One Report

First two terms have gone well.

Baking has done well, with demand exceeding supply. Posters glorifying our current bakers and advertising for more were placed throughout the school resulting in 8 more volunteering.

The online ordering is increasing slowly all the time, between 50 and 70% of our orders are online for first break with usually about 80% or more for second break.

There are a group of younger students often coming in before school starts to help out with the online ordering, sticking the labels on the bags and sometimes sorting the bags. This is a great help and takes a bit more off the volunteers and the students really enjoy being involved.

A new rice cooker and hot plate for pikelets have been purchased, as although the current ones are still working they have been giving some trouble. A new sandwich press is on the cards this term, maybe two as on Fridays I would have one volunteer totally on toasting while the others pack. The pie warmers are still hanging in there, although when very full we have to rotate the items or put in turbo for a bit too make sure everything is warm enough.

We donated a \$50 school online voucher to the fete.

The Quality Foods (main supplier) is running an expo in September. They hold it every two years, many of the food suppliers are there with a chance to see and taste new products.

It's also time to put our menu into QAST for judging.

A decision was made earlier in the year to explore air conditioning the tuckshop for Term 4. Between the non-existent airflow and ovens, in summer it is becoming increasingly unbearable in the tuckshop. We are currently arranging for quotations regarding this.

- Tuckshop is investigating installing air conditioning with Fallon only contractor to offer a quote AUD3623 inc GST. It was agreed that Tuckshop source three quotes. Julie Arnold would offer Corinda State High School contractor details. Tuckshop will revert with quotes in due course.
- Tuckshop are also investigating costing for install of 4 bistro blinds (~\$110 each).

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

Updated Committee details.

SHERWOOD SHARKS 2014/2015 Committee

Position	Name	Phone No	Email
President	Elke Hughes	042321399	elkehughes@hotmail.com
Vice-President			
Treasurer			
Secretary	Caroline Preston	0450782662	caropreston@gmail.com
Lesson and Squad Co-ordinator & Coach	Pauline Goldie	0409770457	Sausagepot13@gmail.com
Registrar 1	Angela Nixon	0402110003	angeandmick@hotmail.com
Registrar 2	Rachel Peapell	0431 693 810	rpeapell@gmail.com
Canteen Convenor	Asta Parker	0402858240 38067684	Asta.parker@bigpond.com
Website Support	Vanessa Chapman	0402457344	chapmanjones@iprimus.com.au
Coaches	Andrew Bertrem	0421487714	Berty_1992@hotmail.com
	Ben Kendall	0434041888	Ben Kendall <benjaminkendall@me.com>
	Emily Forrest	0437589126	Eforrest994@gmail.com
General Committee Members	Yasmin Kennedy	3379 6037 0411 047 724	g_kennedy1@optusnet.com.au

	Helen King	0411526467	Asking88@optusnet.com.au
	Vanessa Raymond	3278 1821 0410 343 313	mvraymond@bigpond.com
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	Rebecca Woodbury	0411073504	mail@rebeccawoodbury.com
	Kat Boothey	0411335007	kat.boothey@internode.on.net

Fete Committee Report

Nothing to report.

Sherwood Arrows Report

REPORT – 27th July 2015

There are a number of demonstrations scheduled over the next few months with the possibility of a tour later in the year.

Everyone is looking forward to the Trivia Night again which is to be held on Saturday 1st August. The coach David Hass, team members and team member parents are working hard to ensure it's a great night.

Building Fund Report:

Nothing to report.

OSHC Report:

P&C OSHC Report 27th July 2015

During the first week of term 3, we held PJ Day to raise funds for the Pyjama Foundation. The children and staff were given the opportunity to wear their PJ's during Friday's Before School Care and/or After School Care. This foundation helps to raise funds for kids in Foster Care and the OSHC centre contributed over \$100 from parents' and staff's donations. We also had many suitable items donated to the children which we gave to our local Dept. of Child Safety so they could distribute them to some kids in foster care who need them most. This project was met with great enthusiasm and supported well by OSHC families.

Sherwood State School OSHC is now on Facebook. This is a way of keeping parents up to date on what is happening at the centre. No pictures of children's faces will appear and comments will be reviewed and accepted before being allowed to be posted. Current OSHC staff won't be able to post a "Like" on this Facebook page but anyone else can if they wish. We have started our page with basic information about the service and have posted a photo and details from our PJ Day.

Winter Vacation Care was a great success and each day's program ran smoothly. The highlights were Jungle Boogie, Ultimate Games, AFL Training, The Kangagang, The 26-Storey Treehouse and the Seniors' excursion to the NAIDOC Family Fun Day. Our Spring Vacation Care Program is completed but we just need a couple of official confirmations to come through. Please see below for a copy to be approved.

Week 1	Monday 21/9/15	Tuesday 22/9/15	Wednesday 23/9/15	Thursday 24/9/15	Friday 25/9/15
Nature/Discovery/ Appreciation <i>Social Wellbeing</i>	Wheels Day Wooden Clocks	Old MacDonald's Travelling Farm Swimming	<u>Social September</u> Cooking - Foods from around the World Trivia Quiz	RAAF, Amberley Aviation Heritage Centre Railway Museum	Nature Play FONA - Friends of Nature Area Gardening Insects - Varieties of Uniqueness; Celebrate who and what you are!
Week 2	Monday 28/9/15	Tuesday 29/9/15	Wednesday 30/9/15	Thursday 1/10/15	Friday 2/10/15
Sports/ Team Work <i>Physical Wellbeing</i>	AFL Clinic (Part 2) Minute to Win it Cricket Paper Hockey	Tennis Workshop (QLD Tennis Centre Coach) Bean Bag Challenge Swimming Two truths and a lie	<u>Seniors</u> Sky Zone <u>Juniors</u> Outdoor Group Games Netball Handball Comp Witches, Ghosts and Monsters	Rock Climbing The Line Up Game Orienteering The Coin Game	Movies Eldorado Cinema Indoor Games Board Games

Leanne Davey
OSHC Coordinator
Sherwood State School

The OSHC Spring Vacation Care Program was presented for discussion. Jim Shkalla moved a motion to accept the OSHC Spring Vacation Care Program which was seconded by Julie Arnold.

- Auditor has requested that OSHC update Zero weekly.
- OSHC AGM to be held 28/7.

Principals Report

Please note attached.

- There was a request for a breakdown of NAPLAN result data showing relative gain from year 3 to 5 in future Principal reports

SUB COMMITTEE REPORTS: Accepted

Moved: Stephen Pankhurst

Seconded: Cameron Miller

BUSINESS ARISING:

- In memory of the passing and teaching contribution to the Sherwood School of Leoni Marshall P&C moved / passed a motion to contribute AUD500 for a tribute. The tribute will be a framed photograph of Leoni accompanied by a plaque with Greg Nelson finalising details and cost. It was also suggested that the school names its Instrumental Music Award after Leoni. Stephen Pankhurst moved the motion which was seconded by Jim Shkalla.
- Secretary advised meeting that the Operational Expenditure register will be an official ongoing Agenda item at monthly P&C meeting from August. The register will assist capturing and tracking initiatives / projects being funded or being considered for funding by the P&C.
- There were two applications for 2015 P&C Membership and we welcome the following.
Laura Wessling Smith
Jonathan Wells
Acceptance of new memberships was moved by Jim Shkalla and seconded by Cameron Miller.

Meeting Closed: 20.49pm