

Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 26th October 2015, 7.30pm Staff Room

APOLOGIES:

Allison Pankhurst
Julie Arnold
Jim Shkalla

ATTENDANCE: David Laws, Greg Nelson, Michelle McKinlay, Stephen Pankhurst, Leanne Davey, , Martin Woodbury, Helen Jamieson, Jonathan Wells, Chris Butcher, Cathie Perkins, David Chapman, Lynne Blake, Natalie Bagdonas, Chris Chilcott. Jodie Holmes, Francine Hayler, Laura Wesling Smith, Alexandra Tuff and Elke Hughes.

Meeting Opened: 19.33

Moved: Stephen Pankhurst Seconded: David Chapman

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: Stephen Pankhurst Seconded: Jonathan Wells

TREASURER'S REPORT:

Points of interest.

- Several sub-committee members underwent Zero feed batch training 16 – 17/9. Feedback was that further training is required. The trainer supplied by Arabon also questioned why the subcommittee accounts were being consolidated which added further confusion amongst attendees. P&C Treasurer to investigate and offer way forward at forthcoming P&C Meeting.

TREASURER'S REPORT: not presented

Moved: N/A Seconded: N/A

SUB COMMITTEE REPORTS:

Social Committee Report:

Nothing to report.

Tuckshop Committee Report:

Indicative air-conditioning quotations were finalised with P&C moving a motion to accept the Advance Air Conditioning quote for a 7.1kw Fujitsu inverter wall mounted reverse cycle split system at a cost of \$2,500.00 + 10% GST. Please note attached quote / supporting documents.

Tuckshop have confirmed that the quote covers supply of unit as well as installation requirements and will supply final firm quotation / installation date at next P&C Meeting.

Motion Moved: David Chapman Seconded: Greg Nelson

Uniform Committee Report

Nothing to report.

Sherwood Sharks Report:

- There was a request for additional support for accountancy and legal matters. Greg advised that Lyn would be available to offer some assistance with accounts and there is a standing arrangement with QP&C association for legal assistance.
- Coaching contracts were finalised and signed. Copies supplied to P&C.
- Request was made for process of wages in Zero.
- There was a failure of one of the swimming pool floodlights and Shark's approached P&C for some discretionary funds to fix / replace. Sharks to investigate and advise Greg if funds are required with sign-off to be accepted by P&C Executive Committee.
- Full details of insurance claim presented for P&C Secretary to lodge.

Fete Committee Report

Nothing to report.

Sherwood Arrows Report

Nothing to report.

Building Fund Report:

Nothing to report.

OSHC Report:

OSHC Report – P&C Meeting 26th October 2015

Kitchen Renovations

We have had 3 companies come out to measure up the kitchen for a quote on its renovations. Although not all quotes are back, one has been returned with an approximate value between \$30-35 thousand. The OSHC Committee should have the necessary information by next week to determine the best company to perform this work.

Assistant Coordinator

At the beginning of 2015, Christie and Mary were appointed to job share the Assistant Coordinator's role in OSHC. When Mary left, Christie filled this position part-time with other senior staff assisting. Christie's circumstances next year will only allow her to work 3 days in OSHC during term 1. Therefore, I propose appointing Tamanna Kaushal into a full-time Assistant Coordinator's position once school commences in 2016 as she has been training for this role and is already a permanent employee. I would also like Tamanna to job share this role with Christie beforehand working under her current contracted hours to make the transition smoother between now and Christie leaving.

Trainee

I have found that having a small group of consistent workers in OSHC has made the service run more efficiently. Currently, there are six people in this group but next year this will be reduced to four. One of our educators is very interested in pursuing a traineeship as she intends to be a long-term staff member. This would involve a two year contract as a permanent employee. I see this as being very beneficial to the service as 1) it keeps our staff consistent, 2) we are employing educators who intend to work in this industry and 3) they can also become more familiar with Government requirements and ensure standards are met. These long-term benefits assist the service in delivering quality assurance.

Extension of numbers

I have had recent contact with the Division of ECEC and they have proposed the best way of submitting our mud maps to be approved. This should all be completed very soon and hopefully our extension of licenced numbers will be authorised well in time for 2016.

Vacation Care Program

Last Vacation Care had very positive feedback. Please see the attached program for proposed activities during Summer Vacation Care.

Thanks

Leanne Davey

OSHC Coordinator

Summer Vacation Care Program 2015/2016

Week 1	Monday 14/12/15	Tuesday 15/12/15	Wednesday 16/12/15	Thursday 17/12/15	Friday 18/12/15
	Chess Mates Handball	Excursion - Chipmunks Playland	Genres – Animation Swimming	Island Countries - Britain MiniChefs	Incurion – Comic Express Christmas
Week 2	Monday 4/1/16	Tuesday 5/1/16	Wednesday 6/1/16	Thursday 7/1/16	Friday 8/1/16
	International Year of Pulses – 2016 Island Countries - Madagascar	Genres – Fantasy / Science Fiction The S Factor	Movies (Eldorado Cinemas) Sand Art - Sandtastic	Our Block – Shaping Sherwood Swimming	Dream Catchers Cricket
Week 3	Monday 11/1/16	Tuesday 12/1/16	Wednesday 13/1/16	Thursday 14/1/16	Friday 15/1/16
	Incurion – Geckoes Wildlife Tennis	The Amazing Chase Swimming	Excursion – Richlands 10 Pin Bowling Island Countries – Japan	Party Day (Juniors) South Bank (Seniors)	Indigenous Stories Genres - Mystery
Week 4	Monday 18/1/16	Tuesday 19/1/16	Wednesday 20/1/16	Thursday 21/1/16	Friday 22/1/16
	Survivors Genres – Adventure / Action	Island Countries – Jamaica Chinese New Year – 2016 is Monkey	Sport - Soccer (Ginger Sport) Swimming	Excursion – Movie World	Incurion – Jumping Castle Australia Day

- Kitchen renovation work quotations are being finalised with OSHC requesting endorsement of a set amount to engage contractor. Committee agreed on moving a motion for an agreed amount of \$35,000 subject to final quote / scope of works. Please note attached quote / supporting documents.
- OHSC to forward quotes to P&C President in coming weeks.

Moved: David Chapman Seconded: Chris Butcher

- Due to staff changes OSHC request endorsement to appointment a full-time Assistant Coordinator. Role will operate in a job share environment once school commences in 2016.

Moved: Stephen Pankhurst Seconded: Natalie Bagdonas

- To assist operations and growth of OSHC they have requested endorsement to appoint a two year contract for a permanent employee position. The position will be offered to an existing Trainee.

Moved: David Chapman Seconded: Natalie Bagdonas

- OHSC presented it's Summer Vacation Care Program 2015/2016 and requested endorsement by the Committee.

Moved: Stephen Pankhurst Seconded: Chris Butcher

Sherwood State School Principals Report

Please note attached.

SUB COMMITTEE REPORTS: Accepted

Moved: Seconded:

BUSINESS ARISING:

- Greg reported that an arrangement with photocopier contractor had been reached which has resulted in a dramatic improvement of machines operational performance.
- There was discussion regarding the requirement for all Sub-committees to present an annual operating budget to assist funding requirements. For example flood light replacement. This will also assist P&C decision making on dispersing of funds for activities by exception. To be reviewed at November P&C Committee meeting.
- Secretary was approached to draft a process for reviewing / endorsing requests for funding put forward at P&C Meetings.

- There will be a request for submissions to the P&C for funding published in the School newsletter in November which will be collated and prioritised for endorsement at the November P&C Meeting.

Meeting Closed: 21.34

Moved: Stephen Pankhurst

Seconded: David Chapman