

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

Meeting Opened by Bill

Moved: Ash R Seconded: Alex

ATTENDANCE:

Aeron Jones, Susan Cowley, Kylie Wells, Bill Hennigham, Leanne Davey, Kattie McDonald, Sophia Finter, Alex Bron, Martin Woodbury, Jimmy Shkalla, Cathie Perkins, Claire Scott, Jo Chiu, Laura Wessling Smith, Deniz Clarke, David Smithson, Greg Webber, Jodi Holmes, Melissa Kapusi, Nicole Johnston, Helen Jamieson, Mark Bailey, Scott Boothey, Ash Raina

Not Attended:

Greg Nelson, Elke Hughes, Stephen Pankhurst, , Jay MacDonald, Megan Stace

APOLOGIES:

OTHER AGENDA ITEMS:

1. Membership approval exceptions for Sherwood Sharks committee
2. 150-year celebrations cancellation/postponement

CORRESPONDENCE and MINUTES: Accepted

- MOM from last meeting was accepted

Moved: Ash R Seconded: Alex

**Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room**

TREASURER'S REPORT:

Jimmy shared the below report.

**Treasurers report; results as of
30/09/2017**

Sherwood State School P&C Association
For P&C Meeting on 30th of October 17
Prepared by Jimmy Ghahalla

- Renewal of blue card submission for Jimmy – to be completed and processed by Ash

Moved: Laura

Seconded: David S

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

SUB COMMITTEE REPORTS:

Uniform Committee Report - Alex B (Treasurer) & Sophia Finter (President)

Start of Report

- Weareco commenced operating the uniform shop from Term 4.
- Asta Parker is now an employee of Weareco and working in the shop with the new hours of Monday 8.00 – 10.00am & Wednesday 2.15 to 4.15 pm
- This is still to be updated on the school internet site but has been published on the newsletter.
- Online purchasing through Weareco will be available in future.
- The contract is yet to be signed by Sherwood State School which needs to be addressed as a matter of priority.

Changeover/financials

A stocktake was done before Weareco commenced operation. Sophia Finter and Asta Parker representing Sherwood State School and Dallas Andersen (Retail Sales Manager) and another Weareco representative were also present.

- Dependent on contract being signed, Weareco will pay \$27,12.47 for the current stock. This will be paid to the school in 3 instalments of \$10,000 on 1.11.17, \$10,000 on 1.2.18 and \$7,127.47 on 1.3.18.
- The school's loss will be \$11,710.
- There will be a further amount written off \$9,075, which is not due to the Weareco takeover due to a historical discrepancy being recognized.
 - A difference between the general ledger and the inventory listing in Xero. This has existed since Xero was put in place.

Operational arrangement with Weareco going forward:

Weareco will pay the school 12.5% of the total invoiced amount (ex GST) of all sales on a quarterly basis.

Second hand Stock

Second hand items will continue to be available in the store, but they will not be in the same quantity as previously. All stock "written off" from the shop has been bagged up (by Asta Parker) and stored in the "dungeon". This stock will become part of 2nd hand stock. The future sales of second hand is yet to be decided but a sales channel outside the uniform shop run by Weareco is being considered. The committee has an ongoing commitment to providing a 2nd hand option to ensure the affordability of uniforms is consistent with the prior operating model of the uniform shop.

End of Report

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)

Monday 20th Oct 2017, 7.30pm at Staff Room

- Susan needs to get back to Alex/Sophia on the Weareco agreement and its finalisation
- Jimmy suggested to close the sub-committee bank account in the due course of time

Moved by: Ash R

Seconded by: Greg W

OSHC Committee Report

Start of Report

Child Care Management System (CCMS) Debt – The CCMS Enrolment Advances Debt was fully paid back on 5th September 2017. Documents to be distributed to the P&C.

CommBiz Signatories – I have forms to be completed for new CommBiz Signatories to be added.

Xero – Our OSHC treasurer has “Read Only” access to Xero. The OSHC Committee would like him to have the same amount of access as the other sub-committee treasurers which is “Standard and Payroll Administration”.

Office Renovations – I would like to propose that OSHC installs two windows in the interior walls of the old hall between the office sections and the hall area. This will allow us to see in the hall from the offices and vice versa. This would increase our ability to maintain a safe and secure environment for all. We would also install opaque blinds to cover the windows during the times OSHC is not operating.

AUSkey – It is necessary for OSHC to gain a Standard AUSKey from the P&C. This needs to be granted by the person who holds an Administrator AUSKey. It will allow OSHC to have access to the Portal used by our Inclusion Support Network. The person who usually holds the Administrator AUSKey is the one who is nominated as the committee’s contact with the ATO. This seems to be our bookkeeper (Mick) but he uses his own portal to submit information and not an AUSKey. Therefore, it appears that no one in the P&C has an Administrator AUSKey to apply for a Standard AUSKey on our behalf.

Smart Schools Subsidy Grant Application – Our Grant Application to the Smart Schools Subsidy Scheme which would have allowed us to extend the OSHC area by enclosing under the old hall was denied on 11th August 2017. I sent a copy of our application to Donna Shkalla who looked over it. Donna writes many grant applications as part of her work duties. She has given suggestions on how to improve our application for future submissions. We would need to re-submit our application during the next week to be included in this year’s contenders for a grant.

New Website – Our new website is up and running. It has the same URL as our old website.

2018 OSHC Enrolments – Enrolment and Booking Forms have been distributed to existing OSHC families. New Prep families for next year who have registered their interest with us will receive their enrolment packages this week. We will place enrolment forms on the website next week and they will also be available on Step-up Day. Enrolments and Bookings will be processed in order of receipt.

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)

Monday 20th Oct 2017, 7.30pm at Staff Room

Strike Action – On Thursday 7th September 2017, my union went on strike. As a union member, I am also obliged to strike without being substituted in the workplace. The strike was called for 3:20pm so I left work at this time and my pay was deducted by 2.75 hours for the fortnight. I informed Bill (P&C President), Ash (OSHC Committee Chair) and Kylie (Acting School Principal) of the strike beforehand. The service remained open for After School Care as we still met ratio requirements.

Vacation Care Programme – Our last Vacation Care Programme involved substantial contributions from OSHC families for its success. We publicly thanked the families involved in the OSHC article of the school newsletter. These contributions have been recorded to display relationships between OSHC and their families during our next evaluation. The Summer Vacation Care Programme will be released on Monday 13th November 2017. Please find below:

Vacation Care Program – Summer 2017/2018

Week 1	Monday 11 th December	Tuesday 12 th December	Wednesday 13 th December	Thursday 14 th December	Friday 15 th December
11 th – 15 th December	Wooden Mini Beast Wind Chimes Natural Energy – Solar, Hydro and Wind Power	Cool Companions Deadly Choices	Handball Competition Amazing Australian Authors	Swimming Commonwealth Games Countries - UK	Brisbane Arts Theatre – Beauty and the Beast Frew Park
Week 2	Monday 18 th December	Tuesday 19 th December	Wednesday 20 th December	Thursday 21 st December	Friday 22 nd December
18 th – 22 nd December	Christmas Party Crazy Candles	Christmas Activities Amazing Australian Artists	Rocks Riverside Park and Bunnings Warehouse, Oxley	Snr - Suncorp Stadium or Fort Lytton Historic Military Precinct? Jnr - Creative Dance Industries? Christmas Gifts	Swimming Commonwealth Games Countries – The Americas
Week 5	Monday 8 th January	Tuesday 9 th January	Wednesday 10 th January	Thursday 11 th January	Friday 12 th January

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)

Monday 20th Oct 2017, 7.30pm at Staff Room

8 th – 12 th January	Calendar 2018 Tennis	Swimming Commonwealth Games Countries – Africa	Movies – United Cinemas Eldorado 8 Amazing Australian Actors	Roushini – Fun India Cricket	Cooking Classics – Aussie Favourites Family Cafe
Week 6	Monday 15 th January	Tuesday 16 th January	Wednesday 17 th January	Thursday 18 th January	Friday 19 th January
15 th – 19 th January	Swimming Commonwealth Games Countries - Australasia	Ten Pin Bowling Basketball	Our World Chinese New Year – The Year of the Dog (Earth)	Winter Olympics Amazing Australian Athletes	Kids Australia Day Sausage Sizzle Electronics
All Week 15 th – 19 th January	Stand Up Video Games Sit Down Video Games Digital Pinball Machine Juke Box with Karaoke				

End of Report

- Jimmy to provide Xero access to Johnathan Wells
- Since ABR details need to be updated with ATO, Ash to initiate the process, so that Jimmy can get the AusKey
- CommBiz signatory forms completed and signed
- Regarding office renovations, Susan to check the building plans and get back to the P&C committee


Moved by: Alex B

Seconded by: Sophia F

**Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room**

Sherwood Sharks Report: Swimming Pool Update – Scott B

Start of Report



Title:	Sherwood P & C General Committee Meeting – Sherwood Sharks Monthly Report
Date:	30 th October 2017 Time: 7.30pm
Location:	Staff Room – Sherwood State Primary School
Present:	Scott Bookley – President Sherwood Sharks
By:	

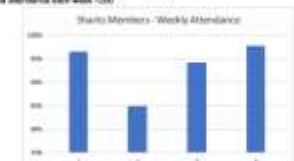
Key Authority Report

1 **Return to the Pool**

- 15 families attended the working bee on the public holiday Monday October 2nd to prepare the pool, change rooms and campus for Term 4 season return.
- Season commenced with aqua training on Tuesday 3rd October after 11 months out of the pool.
- Morning squads offered Tuesday / Wednesday / Thursday at Senior, Intermediate and Mini/Stroke Development level.
- Afternoon squads offered Monday / Tuesday / Wednesday at Senior, Intermediate and Mini/Stroke Development level.
- No team to water offered this term due to difficulty securing coaches.
- 85 Club Members enjoying 342 training sessions per week, an average of ~3 sessions per member per week.
- 87 Signed swimmers.
- All fully paid as at Friday 27th October – 1st outstanding – wonderful effort by committee and Katie McCreesh.

2 **Club Nights**

- Fantastic success with overwhelming support from the community and families.
- Special guest Eric Casson Cooley joined the Sharks on week 2 Club night.
- Excellent attendance rates extremely high – averaging 82% FTB.
- 130+ family, parents and friends also attending.
- Total attendance each week ~200.



Sharks Members - Weekly Attendance

Week	Attendance
1	~180
2	~120
3	~160
4	~190

- In lieu of merchandise Club Championship for 2016/17. Club Champ will be held this week on Friday night 27th November.
- Club Captains will also hand over to new leaders. 2016/17 leaders were given 1H of Term 4 to lead, as our last term closed roughly at 20/10/17 season.

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

Exemption Assessment

Page 1 of 3

Community Liquor Permit - Exemption Assessment

Exemption Questions

Section 1: Is your organisation eligible for an exemption?

To see if an entity or organisation can sell liquor at a fundraising event without requiring a Community Liquor Permit (CLP), please answer the following questions.

Q1. Is the event being held by an organisation other than a non-profit organisation? <input type="radio"/> Yes <input checked="" type="radio"/> No
Q2. Is the entity/organisation applying defined as a criminal organisation under the <u>Criminal Organisation Act 2002</u> http://www.legislation.qld.gov.au/LEGISLATION/CURRENT/C/CrimOrg409.pdf ? <input type="radio"/> Yes <input checked="" type="radio"/> No
Q3. In the last 6 months, has your organisation or an executive officer* of the organisation been issued a notice under the <u>Liquor Act 1992</u> http://www.legislation.qld.gov.au/LEGISLATION/ACTS/1992/92AC021.pdf to immediately cease the sale of liquor? <input type="radio"/> Yes <input checked="" type="radio"/> No
Q4. In the five (5) years immediately before the event, has the organisation or an executive officer* of the organisation: a) been convicted of an offence under the <u>Liquor Act 1992</u> , or b) had a licence suspended under the <u>Liquor Act 1992</u> , or c) breached a condition of a liquor licence or permit? <input type="radio"/> Yes <input checked="" type="radio"/> No

* including members of the management committee and such person in a management position

Section 2: Check whether your fundraising event requires a liquor permit

To see if an entity or organisation needs to apply for a Community Liquor Permit to sell liquor at a fundraising event, please answer the following question.

<https://secure.qlg.qld.gov.au/forms/clp/Clp/Exemption>

15/10/2017

End of Report

- Scott informed about the elections and voting done last week.

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

- Insurance queries responded to Scott
- Membership applications by Sharks committee members was discussed and exemption given in this particular case for their membership to be approved, even though they didn't attend even 1 P&C meeting
 - P&C decided to go ahead for the exemption of the members for whom Secretary has received the forms
 - Ash to check the forms received from the Sharks committee members and share the names
 - Moved by: Greg W Seconded by: Laura
- Agreement on "Sale of Liquor – Seeking P&C endorsement for sale of liquor at Sherwood Sharks club meetings."
 - Moved by: Scott B Seconded by: Jimmy

Tuckshop Committee Report: Cathie P

Start of Report

- On reviewing our statistics, this year has seen a downward trend in sales. Slightly less students purchasing and overall students purchasing less.
 - There are a number of factors that may contribute to this.
- Financial tightening, families are being more careful with spending, ordering less items or less often, retail spending Australia wide is down and we are part of this.
- Warm, dry winter, orders for hot food always increase on cold or rainy days and we have had very few of those this year.
- Excursions on tuckshop days, we have seen a number of excursions in term 3 falling on tuckshop days which means students are unable to buy. For example, on the last day of term 3, year one were away (they are a high consumer year) and our daily takings were approximately 20% down that day.
- Changing demographic in school, families in some cultures prefer to stick with traditional and familiar foods and choose to send these for lunch rather than introducing something new.
- Traditionally the first term of tuckshop is slow and we see a jump in ordering in second term and each term thereafter. This year has been pretty flat financially and only 3 "good" days this year which is very unusual.
- The changes to first break purchasing options may also have a financial impact with students unable to purchase at this break, this may all shift to second break, but a number of students would purchase at both breaks so we will have to see how this impacts the last few weeks of the term.
- Going forward into 2018 we will be reviewing all pricing, hoping to keep increases to a minimum. We have not had any price increases for at least 3 years so there needs to be some adjustment. We hope to conduct a survey to ensure we are providing for the changing needs of the community and we will be actively marketing the tuckshop as it seems our message of healthy delicious daily choices are not reaching our entire audience.
- Like any business our success relies on our clientele utilizing our services on a regular and consistent basis for us to remain financially viable.
- Action required from P&C:
 - Still waiting for payment from fete subcommittee re fete expenses approx. \$940.00
 - Tuckshop treasurer still does not have ComBiz access and therefore using cheques for all payments.

End of Report

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

Sherwood Principal's Report: Susan C

Start of Report

Sherwood State School
Principal's Report
October 2017

ENROLMENT
Enrolments as at October 30, 2017

Total	588
-------	-----

BANK BALANCE
\$ 220,090.96

Teaching and Learning
Curriculum
Each week, teachers are provided with time to meet with both the head of Curriculum and Master Teacher to go through various aspects of the plan-teach-assess cycle to ensure maximum learning is taking place for students.

As we move into the assessment period, more focus will be on the identification of student proficiency across the cohort, to determine whether our current operational structures and resource allocations have been targeted accurately. This process shapes our planning for the 2018 academic year.

Prep 2018
Last Friday we commenced our Prep Transition Program. This year we have made some adjustments to our program which now sees our future students visiting the school for four mornings instead of two. Last Friday our 2018 Preps and their families spent time in a Prep classroom, listened to stories and participated in classroom activities. This was followed by some outside play.

We currently have 83 future Prep enrolments for 2018. These numbers are already an increase on our enrolments for 2017, with up to twenty more expected before day one next year.

Investing for Success
At this stage of the school year we review our expenditures of the investing for Success money allocated to the school in 2017. For reasons similar to the above, the acquittal process helps us to plan forward, by comparing student data with allocation of expenses.

Community
Assembly
Teachers in our senior school have been working on a different look to our assembly to provide our students with further opportunities to showcase their leadership. The aim of the assembly is to increase student engagement, whilst also ensuring we use this one time each week to celebrate the very best of our student achievements.

Lunchtime Procedures
Our trial change to the lunchtime structure, which sees students playing before eating, will run over the remaining six weeks of school. In the final week of school we will review and evaluate this trial moving forward into 2018.

Facilities
Adhesion incident in the Office foyer
Last week we communicated with families that there had been an adhesion incident in our school office. We have been informed by facilities that at some point in the near future, the entire wall will need to be removed.

Facilities
Planning forward, our regional facilities manager will be visiting our school over the coming weeks to review aspects of our current infrastructure. This will allow us to plan any necessary work over the Christmas break when there would be no disruptions to classrooms.

Staffing

- Welcome Aaron Jones to the leadership team. Aaron is taking on the acting role of our additional deputy principal for the remainder of 2017.
- Replacing Aaron on Ki Ki Mr James Buchanan.
- Mr Adam Daley is reducing his teaching fraction for the remainder of the year and will working 0.8 - Monday to Thursday each week.
- Mrs Melissa Van Bael, our Master Teachers will take over the teaching of 40 every Friday.
- Welcome to Annabel Walker to the role of DVD teacher for one day each week.

Susan Cowley
Acting Principal

End of Report

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 20th Oct 2017, 7.30pm at Staff Room

Other Business Arising:

- Nicole proposed to arrange a movie in the oval before the Christmas.
 - Since the last one happened in 2007, Nicole wanted to restart the initiative and have a fundraising with volunteers from P&C or Scouts involved
 - 2nd Dec evening is the date of agreement for movie-night
 - To be broadcast to parents and citizens using newsletter and social media
- Photo booth to be utilised for FETE or Year 6 graduation event.

Moved by: Laura W Seconded by: Jimmy S

PENDING from previous MOM's

- Jimmy to share the auditor's findings, as per previous MOMs
- Kylie to talk to Wayne and check the feasibility and get back to P&C
 - Ash had put a suggestion on the table to have a badminton court setup in the new hall and it could potentially be a revenue model for P&C.

SUB COMMITTEE REPORTS: Accepted

Moved: Jimmy S Seconded: Greg W

- **Next P&C meeting will be in November 2017 (Last Monday -27th Nov)**

Meeting Closed: 20: 40 hours