

## Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.

Monday 27<sup>th</sup> Feb 2017, 7.30pm at Staff Room

### **ATTENDANCE:**

Martin Woodbury, Kattie McDonald, David Laws, Jimmy Shkalla, David Smithson, Kylie Wells, Greg Nelson, Julie Arnold, Helen Jamieson , Michelle McKinley, Leanne Davey, Ash Raina, Laura Wessling Smith, Nicole Johnston

### **APOLOGIES:**

Elke Hughes, Johnathan Wells, Nidhi Raina, Tam Kaushal, Cathie Perkins, Lars Anderson, Stephen Pankhurst, Christopher Butcher

### **Meeting Opened: 7:30 pm**

Moved: David Laws                      Seconded: Jimmy S

### **CORRESPONDENCE and MINUTES: Accepted**

All received correspondence was distributed.

Moved: David Laws                      Seconded: Ash Raina

### ***TREASURER'S REPORT:***

- Jimmy shared the financial report
- Discussed on the cash summary and Profit/Loss

### **TREASURER'S REPORT:**

Moved: Ash Raina                                      Seconded: David Laws

Recorded by: Ash Raina (Secretary P&C)

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**SUB COMMITTEE REPORTS:**

***OSHC Report: Leanne Davey***

**P&C OSHC Report – Monday 27<sup>th</sup> February 2017**

**PBL** – OSHC will join the school for two professional development sessions on Positive Behaviour Learning to be held on Wednesday 1<sup>st</sup> March and Monday 6<sup>th</sup> March 2017. We will send two representatives to this course so we are experiencing the same training as the school and can collaborate with them on techniques used. Greg and I have also been discussing the development of fine motor skills, especially with some of our younger children, using a program which could be incorporated into our routine for the benefit of the students.

**Playground** – The OSHC Committee have researched and discussed a contractor to resurface the playground which is shared by OSHC and year 3's during school time. Surfacing Contractors offered the best cost for the product being received. Their quote came in at **\$31,552** and meets Quality standard with Kidsafe Queensland. We will obtain a guarantee certificate of this standard. We now need to arrange a time for this work to take place.

**OSHC Extension Update –**

Timeline for OSHC Grant is listed below;

<u>Date</u>	<u>Activity</u>
11 July 2016	Application period opens
<b>19 September 2016</b>	<b>Applications due 5:00 p.m.</b>
20 September 2016	Review of submissions and consultation with regions and schools commences
24 October 2016	Regional assessment and prioritisation of submissions commences
21 November – 9 December 2016	Regional assessment and prioritisation of submissions is completed and feedback provided to applicants
January – February 2017	Technical review of prioritised submissions
March 2017	State-wide Panel review of submissions and allocation of funds

## Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.

June/July 2017

Ministerial approval of program and formal announcement

July 2017

Schools commence planning and delivery of approved projects

**>> Greg informed that our grant application is in process, after we shared all documentation with the department including itemised quotes, preliminary plans etc.**

**Money Matters** – The OSHC audit has been finalised and given to Katie. We will now use information from the audit to complete our budget for 2017. This will be submitted at the next P&C meeting.

**Policies and Procedures** – OSHC will purchase new Policies and Procedures for 2017. These will then be amended to be service specific.

**Vacation Care** – Our vacation care program will be released on Tuesday 7<sup>th</sup> March 2017.

## Vacation Care Program – Autumn 2017

Week 1	Monday 3 <sup>rd</sup> April	Tuesday 4 <sup>th</sup> April	Wednesday 5 <sup>th</sup> April	Thursday 6 <sup>th</sup> April	Friday 7 <sup>th</sup> April
3 <sup>rd</sup> – 7 <sup>th</sup> April	<u>Incursion</u> Games Trailer: Kid Friendly Games  Mini Pot Plants	Swimming   Easter Bunny Ears and	<u>Excursion</u> Eldorado Cinema  Games Day Novelty Races	<u>Senior</u> <u>Excursion</u> Hadron Collider & Wild State Experience  <u>Junior</u> <u>Incursion</u>	Cake Icing Competition  E- <u>Games</u> Bring your own electronics or play on our Nintendo Wii

Recorded by: Ash Raina (Secretary P&C)

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		Easter Crafts		Jazzy J's Magic & Balloon Twisting Show  Animal Masks	Papier Mache Boxes
Week 2	Monday 10 <sup>th</sup> April	Tuesday 11 <sup>th</sup> April	Wednesday 12 <sup>th</sup> April	Thursday 13 <sup>th</sup> April	Good Friday 14 <sup>th</sup> April
10 <sup>th</sup> – 13 <sup>th</sup> April	Swimming     Water Games	<u>Incursion</u> Street Science Slime & Snow  Balloon Rockets	<u>Excursion</u> Chipmunks Playland & Cafe  Bop It Competition	Easter Egg Baskets  Easter Egg Challenge	

- Greg appreciated Leanne's role in being the bridge between OSHC and the school, as well as her effort put in.

Presented by: Leanne Davey

Recorded by: Ash Raina (Secretary P&C)

**Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.**

OSHC Coordinator - Sherwood State School

Moved: Jimmy

Seconded: Laura

Recorded by: Ash Raina (Secretary P&C)

## Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.

### ***Sherwood School FETE Committee Report:***

Presented by Ash

#### **GENERAL**

##### **Special Guests**

The Premier of Queensland and Lord Mayor of Brisbane have confirmed their attendance from 10.30am for one hour. Scott Emerson MP and Cr Nicole Johnston have also confirmed their attendance. We are awaiting response from Kate Jones MP and Graham Perrett MP.

Official opening proceedings will take place on the main oval stage.

The Premier will officially open the event and launch the 150 book. The Lord Mayor will cut the official birthday cake. The school choir will perform the national anthem, school song and another performance piece. Sherwood Arrows performance at this time TBC. The Principal and P&C President will be required to assist in hosting these special guests. A full briefing will be provided before the event.

##### **Historical display**

With the assistance of current school staff, Sue Hollier is coordinating the memorabilia display in the old hall. She anticipates this display will be significant and utilise the full space of the old hall.

##### **Anniversary visitors**

The school office is receiving enquiries from past students about the anniversary celebrations. Refer to “anniversary aspects” below.

##### **Stalls**

We have convenor vacancies for preloved toys, creative gifts and hot hams. Class donation collections commenced 24 February 2017.

##### **Sponsorship**

Several sponsors have already been confirmed.

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### **CHANGES TO PREVIOUS YEARS**

#### **Rides**

The fete committee is engaging a new ride supplier in 2017 – Carnivalland. This is the same provider used by Graceville State School. The new provider will provide additional free “side show alley” stalls and equipment for our use. Safety checks and referees were sort and satisfied. Cost will be on par with previous years. We are investigating online ride pass sales via [www.school24.com.au](http://www.school24.com.au)

#### **Fete Newsletter**

Now distributed online to improve reach and interactivity.

#### **Storage**

The Committee is investigating installing shelving in the storage area under the hall. This will enable better use of space for storing marquees/infrastructure items. It will also improve storage of stall items before the fete eg books. The committee is liaising with Wayne Brown. Part of fete committee discretionary funding may be used for this.

#### **Power supply improvements**

The Committee is investigating improvements to the power circuits and safety switches under the hall for food vendors to prevent repetitive appliance outages. Quotes are currently being obtained. Part of fete committee discretionary funding may be used for this.

### **ANTICIPATED COST SAVINGS ON PREVIOUS YEARS**

#### **Stage and sound**

We are investigating alternative suppliers for stage and sound at a reduced price.

#### **Borrowed equipment**

We will be borrowing 25 marquees from Indooroopilly High to accommodate anniversary guests and provide more shade in stage and BBQ area.

### **ANTICIPATED INCREASE IN SPENDING ON PREVIOUS YEARS**

#### **Additional seating**

Past seating in the food area was inadequate. We will hire more than double round tables and chairs this year to match existing needs and expectant increase in demand for anniversary visitors. Some of these tables and chairs will be used at the verandah café outside the old hall memorabilia display.

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### **Cool rooms**

Additional cold rooms are required.

### **Entertainment**

Dene Harris (MC/corporate host) has been engaged as the event MC for a cost of \$850.

We have been trying to engage David Curnow since September 2016 and have not received a response. Alternate MC options ranged in cost from \$4,000 to \$5,000.

## **REQUIREMENTS OF P&C**

### **Insurance**

We require the P&C to complete necessary insurance documentation and pay premium.

**>> Jimmy to get back to FETE committee with the process by next month**

### **Grant**

Our application to the Lord Mayor's Suburban Initiative Fund was successful and we will receive \$1000 towards stage hire. We require the P&C Treasurer to complete and return the Brisbane City Council documentation previously emailed to the Treasurer.

**>> Jimmy to get back to FETE committee ASAP**

### **150 Anniversary aspects**

As discussed at the November 2016 P&C meeting, the P&C and Principal need to manage the following anniversary aspects. The fete committee does not have capacity to facilitate these:

- Planning and staffing of visitors marquees including volunteer hosts to assist visitors
- Letters to community groups/businesses regarding the anniversary
- Sale of commemorative books at the fete
- Selection and funding of anniversary merchandise - see attached prepared by school administration.
- Setup and sale of merchandise on fete date




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### Recommendations for anniversary branding:



- 2 x retractable banners for fete stage (may be used at other school events throughout the year). \$1,100
- 6 x tear drop signs for fete to identify anniversary marquees and historical display. (May be used at other school events). \$3,000
- 150 logo branded aprons for stall holders \$1,190
- Commemorative badges – gift to students and staff. Balance for sale at fete. \$3,150

### ACTION REQUIRED



- Principal to advise if retractable banners and teardrop banners may be purchased out of school budget.
- P&C to authorise purchase of badges for students and staff gift – balance to be sold at fete.
- P&C to authorise purchase of aprons for fete stall holders – balance to be sold at fete.
- P&C to advise if they require additional merchandise to be sold at fete eg tea towel, pen, see below.

	<p><b>Retractable banners (to be used at school events including fete main stage) –</b> To supply (x1) retractable banner stand 2000mm x 850mm with carry bag as per artwork provided “logo, website, phone etc.”. Cost: \$550 each plus GST</p>	<p>2 x \$550 = \$1,100 plus GST</p>
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	<p><b>Teardrop banners (to be used at school events including fete ie identification for anniversary visitor marquees and memorabilia display) –</b>          To supply (x1) teardrop banner approximately 2m high with pole, ground spike and cross brace metal foot          Cost - single sided: \$400 each plus GST          Cost - double sided: \$500 each plus GST</p>	<p>6 x \$500          = \$3,000          plus GST</p>
	<p><b>Gift for every student and staff member in anniversary year – could be presented to students on celebration day. Balance to be sold at fete.</b></p> <p><b>30mm badge –</b>          Qty 1000 = \$2.95 ea          Qty 750 = \$3.15 ea plus GST</p> <p><b>25mm badge –</b>          Qty 1000 = \$2.50 ea</p>	<p>750 x          \$3.15 =          \$3150</p>

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	<p><b>150 logo apron – for fete stall operators (avg 2 per stall)</b>  <b>Cotton</b>  <b>2 colour print – 150 logo</b>  <b>Min qty 100</b>  <b>\$11.90 ea</b></p> <p><b>(30 stalls = min 60 aprons needed – plus additional for BBQ/drinks stalls)</b></p>	<p>\$1190</p>																
	<p><b>Tea Towel OPTION ONE – for sale at fete</b>  <b>Linen Cotton Premium</b>  <b>500mmx700mm</b>  <b>2 colour</b>  <b>250+ \$8.50 ea</b></p>	<p>250 x              8.50 =              \$2125</p>																
	<p><b>Tea Towel OPTION TWO – for sale at fete</b>  <b>100% Cotton</b>  <b>455mm x 695mm</b>  <b>2 colour</b>  <b>\$6.35</b></p>	<p>250 x              6.35 =              \$1587.50</p>																
	<p><b>Paragon Pen</b></p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>Subtotal</th> <th>Extra Free</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 50</td> <td>\$ 2.99</td> <td>\$ 149.50</td> <td>25</td> </tr> <tr> <td><input type="radio"/> 100</td> <td>\$ 2.89</td> <td>\$ 289.00</td> <td>50</td> </tr> <tr> <td><input type="radio"/> 150</td> <td>\$ 2.79</td> <td>\$ 418.50</td> <td>75</td> </tr> </tbody> </table>	Quantity	Unit Price	Subtotal	Extra Free	<input checked="" type="radio"/> 50	\$ 2.99	\$ 149.50	25	<input type="radio"/> 100	\$ 2.89	\$ 289.00	50	<input type="radio"/> 150	\$ 2.79	\$ 418.50	75	
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	<b>ALTERNATE Paragon Pen with Gold Trim</b>		
	Quantity	Unit Price	Subtotal
	<input checked="" type="radio"/> 50	\$ 3.99	\$ 199.50
	<input type="radio"/> 100	\$ 3.79	\$ 379.00
	<input type="radio"/> 150	\$ 3.49	\$ 523.50

**>> Greg was in agreement that we should be giving badges to students on 27<sup>th</sup> March function, celebrating 150 years of the school and that we should be able to recover the costs of the merchandise.**

**>> Merchandise total cost will be approximately \$15, 000**

**>> Need to send a note of additional things we need support for to Nicole and we might get an additional 500\$ fund from her. (Liesa to be informed)**

Moved: Martin

Seconded: Laura

**Tuckshop Committee Report:**

Presented by Ash & Laura

- 8 tables & seats purchased and installed in eating area under prep rooms.
- Has been hard to get volunteers this year and still potentially understaffed a little.
- All orders online (no more paper bags) has been going well so far and definitely helps us manage with volunteers available.

**>> Laura informed that there was \$880 for labor, screws and bolts, which had not been factored in and needed to be paid.**

Moved: Ash

Seconded: Jimmy

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### ***Sherwood Sharks Report:***

Presented by Greg

The Sharks committee has devoted a lot of additional voluntary time in recent months to provide support to the club members, including arranging communications, action plan, alternative squad sessions and a substitute venue for Club night. We would like to acknowledge St Aidan's AGS for their kindness and generosity and allowing us to use their school pool for term 4. We would also like to extend our thanks to staff and management at Dunlop Park Pool for accommodating our Sharks Squad swimmers in term 4.

To ensure continuity of our swimming program (anticipating a resumption to lessons) the club retained all coaching staff and incurred normal costs for the season for term 4. This has resulted in the club incurring a heavy financial loss for the season.

We are comfortable with this and have invested in retaining our loyal swimmers and members. We had invoiced and taken learn to swim, squad and club fees for the season prior to the closure.

In the circumstances, we feel that the offer of 50% credit toward next term or 40% refund is fair, notwithstanding the Club will incur a significant loss this season. However, due to the recent news that term 1 will not be possible, we will refund squad swimmers the remaining 40% balance for those eligible. Some families have chosen not to receive a refund and given their fees as donation in support of the Sharks.

In all aspects the Sharks Committee has made every effort to move quickly, and keep our members and swimmers regularly informed. After the pool closure on 1 November, the initial target was to complete maintenance works by 15th November. To that effect we had hoped to be resuming all Shark activities at the pool at that stage.

Unfortunately, when the repair works commenced further problems were identified and this has resulted in the pool not reopening.

Two grant application have been submitted on behalf of the sharks, and further will be lodged when submissions open, in pursuit of improvements to the facilities and club webpage.

The Sharks would like to express their sincere appreciation for the time and effort Wayne Brown the school grounds manager has devoted to the pool and surrounds. His efforts have been outstanding and are greatly appreciated.

Finally, to all Sharks swimmers, and families, we greatly appreciate your patience and support and look forward to welcoming you all back to our wonderful swim club when the pool returns to service.

Moved:

Seconded:

Recorded by: Ash Raina (Secretary P&C)

## Minutes of Meeting for Sherwood State School Parents And Citizens Assoc.

### Sherwood Principal's Report: Greg Nelson

The report is as:

**Parents and Citizens Association**  
Principal's Report, Dr Greg Nelson



Monday 27 February 2017

<b>Enrolments &amp; staffing</b>	<b>Current enrolment: 580</b> The school achieved the target number of enrolments on Day 8 – 575. This entitles the school to significant support staff in 2017.
<b>I4S</b>	<b>I4S is funded by the Federal Government (GONSKI)</b> The funding in 2017 is used to provide: <ul style="list-style-type: none"> <li>• Head of Curriculum</li> <li>• Master Teacher (2 days per week)</li> <li>• Speech Language Therapist (2 days per week)</li> <li>• OT support</li> <li>• Teacher Aide support</li> <li>• Professional Learning for staff</li> </ul>
<b>School Priorities</b>	<b>Sherwood Priorities 2017</b> <ul style="list-style-type: none"> <li>• Writing (in context of literacy)</li> <li>• Positive Behaviour for Learning (PBL)</li> <li>• Age Appropriate Pedagogy (Prep &amp; Year 1)</li> </ul>
<b>Strategic Plan</b>	<b>The Strategic Plan is underway</b> The vision for Sherwood is <i>Courageous, resilient life-long learners.</i> Our mission is <i>Engaging every student every day.</i>  Our Priorities are: <ul style="list-style-type: none"> <li>• Well being</li> <li>• Curriculum</li> <li>• Pedagogy</li> <li>• Connected Learning</li> </ul> Within each of these priorities there are projects to take them forward.
<b>P&amp;C Funding for 2017</b>	<b>Projects outlined - \$80,000 indicative support</b>  <b>Processes for additional support with emergent issues – air-conditioners</b>
<b>School Pool</b>	<b>The pool is still not able to be used</b>
<b>P&amp;C Executive</b>	<b>P&amp;C President</b> David will step down in March. We need to support another person into this role.
<b>150 Celebrations</b>	<b>Help with 150 activities including Fete</b> <b>150 Book on track</b> <b>Fete - huge</b> <b>Celebration Day ideas celebrating diversity</b>
<b>Financial Report</b>	See attached

- Greg asked for P&C's permission for allotting AUD 15K towards aircon replacement and maintenance, for Trevor & Lynn's classrooms.
  - Greg informed that 53K per year funding for the school falls short for upkeep and maintenance and that AUD 15K has already been spent this year.
  - Ash was of the opinion that a part of it could be allocated for operational and maintenance usage.
  - Martin was of the opinion that we should follow the laid-out process for priorities of issues/project, as has been followed, rather than coming up with such adhoc requests
  - Julie was of the view that since the school has a budget of AUD 53K for the year, administration should wait till it is fully utilised.
  - **Moved by Jimmy and seconded by Laura, P&C agreed to allot AUD 10K for this.**
  - It was also decided to schedule it in the budget and priority item list for future.

Recorded by: Ash Raina (Secretary P&C)

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- Greg presented the Principal's report and stressed on the fact that I4S funding for future might get affected, which takes care of some of the school's initiatives.
  - Head of Curriculum
  - Master Teacher (2 days per week)
  - Speech Language Therapist (2 days per week)
  - OT support
  - Teacher Aide support
  - Professional Learning for staff
- Greg stressed on the P&C members to talk to other school parents and inform them about the President's position falling vacant for the P&C, though he is also talking to some parents in the background.
- Regarding the 150 year celebrations, Greg informed about some of the initiatives he is looking for on the day (Monday - 27<sup>th</sup> March):
  - Parents to tell their stories
  - Badges for school kids
  - Reflection of multi-culturism
  - School Assembly

### ***Uniform Committee Report; Building Fund Report; Social Committee Report***

Not tabled since presence was not there

Moved:

Seconded:

### ***Business Arising***

- Ash informed about Shark's insurance details shared with Scott, who needed it for grant application.
- Ash informed the committee that P&C management members have to apply for Business Blue Card immediately.
  - David and Jimmy to send the filled forms to Ash, who will submit it for them as well as for himself.
- Next P&C meeting in March will be P&C's AGM also.
  - Ash informed about Assistant Treasurer's position falling vacant, since Christopher doesn't want to run for the coming year/AGM.
- Nicole informed the P&C about the Moreton Service award presented to Greg for 10 plus years of contribution with Sherwood Neighbourhood Centre.
- Nicole asked for suggestions and names for any public figure for the coming service awards from the community.
- Nicole informed the community members about the boundary redistribution exercise.

**SUB COMMITTEE REPORTS: Accepted**

Moved: Ash

Seconded: Jimmy

**Meeting Closed:** 20:45 hours

Recorded by: Ash Raina (Secretary P&C)