

Minutes of Meeting (MOM) for Sherwood State School Parents And Citizens Assoc. (P&C)
Monday 28th Aug 2017, 7.30pm at Staff Room

Meeting Opened by Bill

Moved: Ash R Seconded: Dave S

ATTENDANCE:

Bill Hennigham, Sophia Finter, Alex Bron, Jimmy Shkalla, Kylie Wells, Helen Jamieson, David Smithson, Kattie McDonald, Mark Bailey, Cathie Perkins, Rebecca Woodbury, Dean Toomey, Deniz Clarke, Scott Boothey, Jay MacDonald, Megan Stace, Ash Raina

Not Attended:

Greg Nelson, Leanne Davey, Nicole Johnston, Elke Hughes, Stephen Pankhurst, Martin Woodbury

APOLOGIES:

Laura Wessling Smith, Greg Webber

OTHER AGENDA ITEMS:

1. Denise Clarke (Greens Candidate) will be attending the P&C meeting, to introduce herself.
2. Invitation to P&C Treasurer and P&C President from FETE committee for a kick off meeting on Tuesday, 12th Sep at 7 pm.
3. Spellathon - P&C required to coordinate and manage the Spellathon in term 4, to continue with this concept in 2017.
 - a. The Spellathon traditionally funds the Artist in Residence Program. Given restrictions and limitations on fundraising in schools the P&C will be required to coordinate and manage the Spellathon in term 4 should you wish to continue with this concept in 2017. Continue supporting the Artist in Residence Program. P& C will need to manage all aspects of the Spellathon (including preparations of all sponsor materials, spelling lists and distribution of same to students and collection of funds) or an alternate fundraising activity. If the P&C does not wish to financially support the Artist in Residence program, then the school will make a decision as to how it funds the program or if the program is discontinued.
4. Finalise SSS P&C Mural Fundraising - letter to parents
5. Jay MacDonald, Office Manager (Henry Davis York) – to discuss 150-year celebration event - concept and management with the P&C

CORRESPONDENCE and MINUTES: Accepted

- MOM from last meeting was accepted

Moved: Ash R Seconded: Dave S

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150 Celebrations – Jay MacDonald

- Jay informed P&C committee that the 150 celebrations will be planned for adults only and she is looking for an approval from P&C to go ahead.
- Entry fees of AUD 20 per adult will be charged. Food will be separately charged. BYO could be allowed too.
- Her budgetary estimates are that it will cost us approximately AUD 2500 to AUD 3000 (excluding food) and that we will be able to recover the entire cost if we have 100 to 150 people attend the night.
 - Estimate of AUD 1500 for the band for 2 hours and AUD 900 for the photo booth are the major expenses.
- She informed that we had some options to choose from (Live band, Salsa night, Scottish dress-up, etc)
- She is in touch with band and photo booth vendors
- Jay told the committee that her event management experience and she will manage utilising the volunteer roles offered by some of her friends from school.
- Cathie suggested to use the school's 24x7 booking engine for the ticketing. Otherwise TryBooking etc could also be looked into.
- Bill, Ash, Jimmy, Cathie and other members agreed with the 150-celebration event being held.
- P&C committee unanimously approved the event.
- Jay to get back to P&C for any support required for the event.

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TREASURER'S REPORT:

Jimmy shared the report.

Treasurers report up to 31/07/2017

Sherwood State School P&C Association
For P&C Meeting on 28th of August 17
Prepared by P&C Treasurer

Some observations from Jimmy were:

- Gross loss of \$\$\$ in each of the sub committees (except P&C)
- Loss of \$1850 in OSHC and a net loss of \$17322
- Jimmy stressed on the optimisation of expenses versus the revenue generated (suggested as a benchmark 70% of revenue to be spent on salaries)
 - Ash mentioned about the liability payments (~\$40000) made back to CCMS DEDU (Department of Education) as well as the profitability of OSHC, otherwise, all year round.

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- Ash also informed P&C that the staff distribution at OSHC is based on minimum government regulations of ratio to be maintained and that Leanne had mentioned it in the past so many P&C meetings.
- Ash will meet Leanne and discuss the expenses and get back to P&C if they could find some areas of improvements.

SUB COMMITTEE REPORTS:

OSHC Committee Report – Ash R on behalf of *Leanne D*

Start of Report

OSHC AGM Meeting – OSHC held their AGM on Monday 7th August. Ash Raina will continue as Chairperson, Jonathan Wells will continue as Treasurer and Jo Chiu was voted in as our new Secretary. We thanked Michelle McKinlay very much for her services over the past few years as OSHC Secretary and presented her with a gift of appreciation.

CCMS Enrolment Advance Totals Report – Last Wednesday 23rd August, we heard from the CCMS Helpdesk who told us the bulk of our debt was paid. Payments from DET into the OSHC Cheque Account recommenced on 16th August 2017. The only current outstanding amounts are for enrolments that were created just before the end of the financial year or those which were unable to be finalised due to modifications on CCMS's end. We will now finalise the remainder of these accounts and pay \$1493.36 which will close the debt. However, our software system still registers that we owe \$5025.03. If the debt amount continues to be incompatible, I will contact CCMS Helpdesk again.

Ezidebit Payment Failure – On Friday 4th August, all ezidebit payments due to be conducted failed. If families had a limit on their account, we processed these payments manually. Families with no limits recorded on their payments were processed in the following round. All payments due on 4th August are now completed.

Smart Schools Subsidy Scheme OSHC Grant – On Friday 11th August, we unfortunately received the news that our grant application to extend the OSHC premises was unsuccessful. We will now move forward with resurfacing the OSHC/Year 3 Playground.

Positive Behaviour for Learning (PBL) – Ideas and data on areas of interest to the OSHC children and educators have been collected by our two staff representatives. This information has been forwarded to David Hass.

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Spring Vacation Care Program

18 th – 22 nd September	Wooden Planes <u>Sweden</u>	<u>Ginger Sport</u> Soccer <u>Argentina</u>	<u>Excursion</u> Eldorado Cinema <u>Ireland</u>	<u>International Day of</u> <u>Peace</u> Respect, Safety, Dignity <u>South Africa</u>	Dream Catchers <u>Canada</u>
25 th – 29 th September	<u>Care for Children</u> <u>Month</u> Stufflers - <i>Assorted Animals</i> <u>Russia</u>	<u>Snr Excursion</u> Robelle Domain <u>Jnr Incursion</u> Water Slide <u>New Zealand</u>	<u>Kids' Cooking</u> <u>China</u>	<u>Excursion</u> Paradise Country	<u>The</u> <u>Amazing Race</u> Electronics

End of Report

Moved by: Alex B

Seconded by: Ash R

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

Start of Report

<ul style="list-style-type: none">• After submitting required documentation, on 23/8/17 the Procurement Services Branch Department of Education and Training Department gave Sherwood State School approval to enter into an agreement with Weareco to manage the uniform shop.
<ul style="list-style-type: none">• Sophia Finter (President Uniform Shop) and Kylie Wells (A/Principal) met with Dallas of Anderson of Weareco on 28/8/17 to discuss the next steps in the process which include:<ul style="list-style-type: none">○ Verification of current costings of uniforms○ Need to conduct a stocktake of current stock scheduled for 12/9/17 with 2 representatives of Weareco and two representatives of Sherwood State School to be present○ Following the stocktake, the Uniform Shop will close down for the rest of the term and re-open Term 4. This will give Weareco time to transition the shop the Weareco model. Kylie will post a notice to that effect in the upcoming newsletter.
<ul style="list-style-type: none">• The contract will be prepared using the Department of Education document. Primarily the document will be prepared by Uniform shop committee (President) on behalf of Sherwood State School and then reviewed/negotiated with Weareco. The contract once in its final stages will be passed to the Acting Principal for review/approval to be sent to the Dept of Education for their approval. Once we have sign-off , Weareco can start recruitment if required, training staff, organising the till and fit out.
<ul style="list-style-type: none">• Online purchasing will be available but there will be a delay the administration involved will not allow it to be ready for commencement of term 4.
<ul style="list-style-type: none">• It is noted that there will be a significant write off of old/obsolete stock at the point of changeover to Weareco as the uniform has been carrying old stock dating back a number of years. Therefore, a loss is expected from the uniform shop this year.
<ul style="list-style-type: none">• Weareco will, going forward pay a set percentage to the school, which means a relatively risk-free revenue stream will occur going forward.

End of Report

Moved by: Ash R

Seconded by: Dave S

Recorded by: Ash Raina (Secretary P&C) info@KnowledgePartnerP.com / ashutosh.raina@gmail.com

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Tuckshop Committee Report: Cathie P

Start of Report

- Volunteer roster finally full at this date.
- Our Fridge died and was unrepairable so we have purchased a new one.
- Meeting being held on 7 September to discuss finances and general business.

End of Report

Sherwood Sharks Report: Swimming Pool Update – Scott B & Kylie W

Start of Report

- First round of testing has been completed with an external agency completing another round of testing tomorrow
- Access to the pool from Tuesday 29.08.17
- Some clean up to be completed
- Scott will get the handover of the pool and from Term 4, lessons and activities will be back to normal.
- Scott mentioned that Sharks might send some investment proposal to P&C for funding. Ash and Jimmy assured him that it will be taken up in proper forum, based on already benchmarked guidelines.

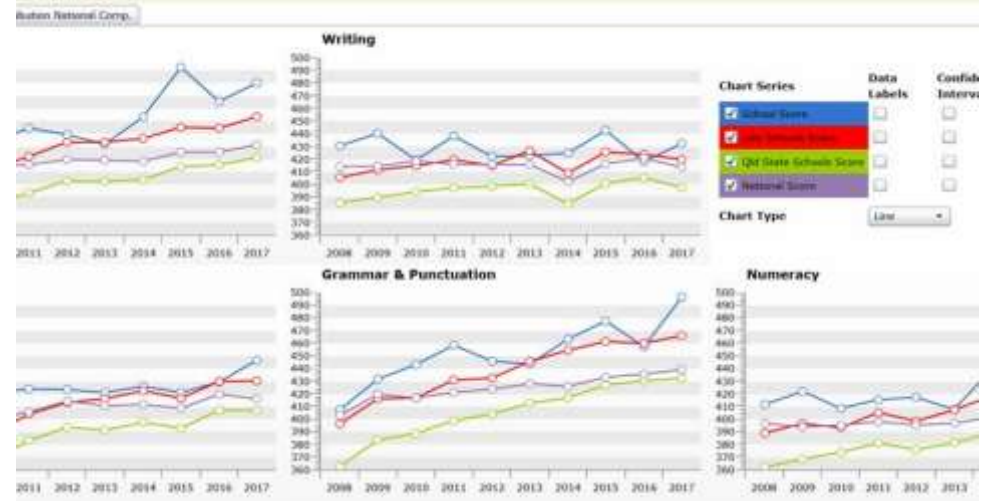
End of Report

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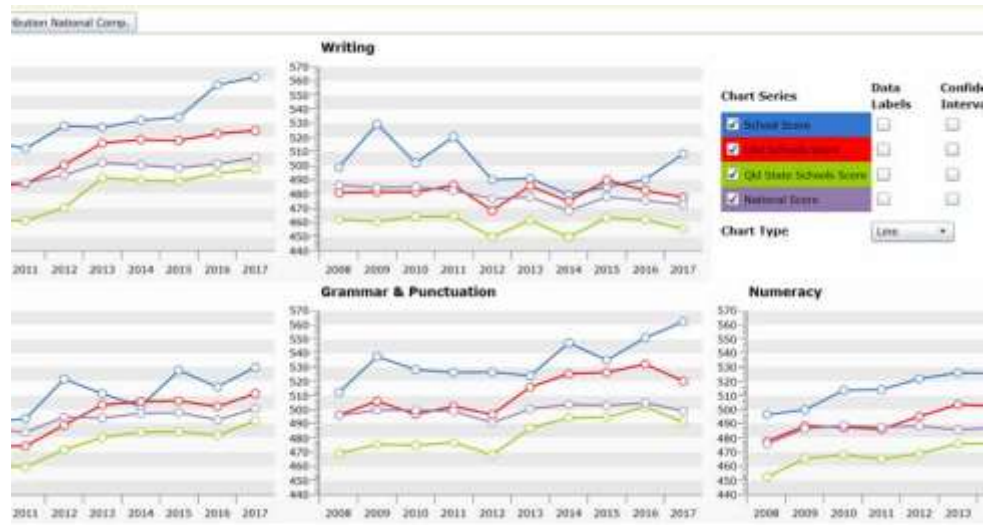
Sherwood Principal's Report: Kylie W

Enrolments & staffing	Current enrolment: 585 Prep in catchment and sibling enrolments for 2018 are currently 68 The waiting list is 31 Dr Greg Nelson on leave, Kylie Wells Acting Principal Welcome Megan Stace as Acting Deputy Principal
Celebrations	Book Week - Thank you to the P&C for supporting Book Week. The students participated in a number of activities in the Library, Author visit with Chris Collins, guest readers in the library and cuminating in a Book Week Parade with each class awarded on of the Book Week books. Opti-Minds - 5 teams completed and we received honours in Lanuguage Literacy and Science and Engineering NAPLAN - Overall growth in all areas in both Year 3 & 5 including writing which has been our focus Year 3

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Year 5



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	<p>National Science Week</p> <ul style="list-style-type: none"> - Across the school every student has been involved in a number of Science activities and experiments <p>Year 6 at camp</p> <ul style="list-style-type: none"> - Tallebugera Beach Outdoor Education Centre
Smart Schools Subsidy Scheme	<p>Sherwood was unsuccessful in this allocation of funding round</p> <ul style="list-style-type: none"> - Applications have now opened for SSS Scheme funding for the 2018-19 financial year with all submissions due on Monday, 6th November, 2017.
Facilities	<p>Swimming Pool Update</p> <ul style="list-style-type: none"> - First round of testing has been completed with an external agency completing another round of testing tomorrow - Access to the pool from Tuesday 29.08.17 - Some clean up to be completed
Financial Report	See attached

- *Megan mentioned about the re-submission of funding application done by Fig Tree Pocket school and their success and suggested that SSS re-applies their funding application.*
- *Bill to get in touch with David Laws and get back in touch with vendors for the updated quotations.*

Business Arising / Pending Action Items

- Deniz Clarke introduced herself to the P&C as local Greens candidate
- Mark Bailey mentioned about the Walter Taylor bridge congestion and initiatives he is leading.
- For Spellathon, a committee needs to be formed. And P&C has to send communication to parents to volunteer for the same.
- Bill to finalise the Mural Fundraising letter to parents
- Constitution copy to be uploaded onto SSS website – check with Greg/Kylie if feasible.

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PENDING

- Jimmy to share the auditor's findings, as per previous MOMs
- Greg to share the FETE picture with Ash
- 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.
 - Kylie to talk to Wayne and check the feasibility and get back to P&C

SUB COMMITTEE REPORTS: Accepted

Moved: Jimmy S Seconded: Ash R

- Next P&C meeting will be in October (Last Monday of October - 30th)

Meeting Closed: 20: 40 hours