

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

Monday 31st Jul 2017, 7.30pm at Staff Room

P&C meeting

Meeting Opened by Bill

Moved: Dave S Seconded: Greg W

ATTENDANCE:

Greg Nelson, Leanne Davey, Bill Hennigham, Sophia Finter, Alex Bron, Kylie Wells, Martin Woodbury, Helen Jamieson, David Smithson, Greg Webber, Kattie McDonald, Mark Bailey, Ash Raina

Not Attended:

Jimmy Shkalla, Nicole Johnston, Elke Hughes, Stephen Pankhurst

APOLOGIES:

Laura Wessling Smith, Cathie Perkins,

CORRESPONDENCE and MINUTES: Accepted

- MOM from last meeting was accepted

Moved: Dave S Seconded: Greg W

Recorded by: Ash Raina (Secretary P&C)

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TREASURER'S REPORT:

Jimmy shared the report electronically.



Treasurers report
Sherwood State School P&C Association
30th of June
Prepared by Jimmy Shiells



Sherwood State
School PC Associatic

Recorded by: Ash Raina (Secretary P&C)

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SUB COMMITTEE REPORTS:

OSHC Committee Report - Leanne D

Start of Report

Child Protection Training – All educators completed their training in June on the new “Mandatory Reporting Laws” introduced in Queensland on 1st July 2017. Staff members have also taken part in our mandatory annual online Child Protection Training as required.

Positive Behaviour Learning – Last week, two of our educators joined Sherwood State School staff to participate in the third session of Positive Behaviour Learning (PBL) training. They have some homework to do in the sense of gathering information from the OSHC children, families and staff. This information will then be collated to list our expectations on Safety, Respectfulness and Responsibility for students and educators. We will pass our findings onto the school.

Prep Information Day – OSHC took part in the Prep Information Day again this year. Three of our year 4 students addressed the new prep parents for 2018 with their perspective on OSHC. They spoke about the indoor and outdoor activities on offer, excursions and incursions, breakfast and afternoon teas and were received well by the parents. We arranged an Expression of Interest form for potential parents and approximately twenty-five families completed this and entered their email details to receive enrolment forms at the end of this year.

Spot Check – An Early Childhood Education and Care (ECEC) representative visited the service on Thursday 1st June for another Spot Check. This check focussed on staff holding current blue cards and ensuring that at least one person with first aid was on duty every session on the weekly roster. We met all requirements. ECEC are conducting more spot checks between official assessments these days as the length of time between assessments has been extended.

Centrelink Payments – As previously mentioned, Centrelink payments come from DET and there has been a delay in payments while the Child Care Management System (CCMS) Enrolment Advances are being recovered. These repayments will be recorded on our soon to be received Remittance Advices.

New Fees – The new rate for child care fees has been introduced for Before and After School Care.

Auskey – The service needs to apply for a standard auskey to be able to register our service with Inclusion Support Services. I need the P&C to register the association and then we can ask for an auskey. With permission, I will send the link to Jimmy as the treasurer is required to do this.

Adding Authorises to OSHC Cheque Account – Currently, there are four people registered to authorise payments from the OSHC Cheque Account. Two of these have left the P&C or OSHC Committees. Therefore, we do need more authorises to be added to the account. I would like to recommend Bill if possible as he would replace David Laws in this position and Ash as he is the chairperson for OSHC.

End of Report

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- Katie informed the committee that CCMS amount has been there in the P&L report as a liability
- Auskey application and payment authorization (for Bill and Ash) moved and passed by the committee

Moved by: Alex B

Seconded by: Martin W

Uniform Committee Report - Treasurers Report

Report: Alex B (Treasurer) & Sophia Finter (President)

Start of Report

Uniform Shop Committee members Sophia Finter, Alex Bron and Fiona Higgins met with Dallas Anderson from Weareco (www.weareco.com.au/) on Wednesday 19 July 2017. The purpose of the meeting was to discuss Weareco taking over the operation of the uniform shop.

High Level Summary

The Uniform Shop Committee is of the view that the school should bring Weareco into the school to run the Uniform Shop and it asks for P&C approval to start this process. If this is accepted by the P&C, we will ask Weareco to come in and do a stocktake, so that it can formulate an offer for our current stock.

Weareco manage about 40 uniform shops in Australia. Weareco's website is located at <http://www.weareco.com.au/>.

The Committee is of the opinion that the Weareco model is a really good way for the uniform shop to continue and improve. Bringing Weareco in is a low-key approach with minimal disruption to the school community. It will mean that the stress and uncertainty of ordering and managing stock, and dealing with the accounting systems will be taken away from the Committee. At the moment the Uniform Shop is not in a good situation due to the large quantity of old and discontinued stock which is being held, and which accounts for a large sum of money (**approximately \$50,000**). This situation will only get worse if the Committee does not take steps to do something about it now. It will mean that the uniform shop will take a hit on cost, due to Weareco not buying old or discontinued stock (see details below), but once that is dealt with, the Uniform Shop should be able to move on with a clean slate.

Weareco also ensures continuity and does not rely on committee members having certain skill sets. Weareco can also provide change management expertise should the committee decide a uniform change is required. This will ensure large stock is not held of superseded lines.

The following documents are attached to this report:

- Annexure 1 – stock currently being held and approximate value.
- Annexure 2 – Profit & Loss for the last 3 years / Comparative Profits made for the last 3 years: Weareco (@12%) model vs current uniform shop model.

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The points below are a summary of the finer points that came out of the meeting with Weareco.

Stock

- At changeover, Weareco will negotiate a price to purchase the Uniform Shop's stock holding.
- Weareco has stipulated that it will not buy old or discontinued stock, however it will buy our current stock, with payment likely to be in instalments over a 6 month period.
- On the basis of the current stocktake, we have provided Weareco with details of the quantity of stock that is being held (**Annexure 1 - Sherwood State School P&C Association - Inventory Item List 30 June 2017**).
- Should Weareco take over the shop, a stocktake will be done to satisfy itself of what stock is being held and cross-check it against our stock take numbers. Weareco would provide two staff members and the committee would also provide two counters.
- Dallas would then negotiate with the Committee on the price that this stock is to be purchased. **At the moment we have approximately \$50,000 worth of stock.**
- Old or discontinued stock not purchased by Weareco would likely be written off at this point and expensed in the current year, or Weareco would sell old and discontinued stock on a consignment basis.
- Second hand stock would continue to be sold and space devoted to this stock would be equivalent to one rack.

Changeover process

- The changeover process will be relatively smooth and fast once costs (stock) are agreed. It takes about 2-3 weeks to arrange the point of sale equipment (Eftpos machine, scanners).
- Weareco advised that if we are going to progress with this we should do so soon to ensure that we are fully prepared for Back to School (Term 3 changeover preferable).
- At the moment Weareco is concerned that we have not ordered enough stock but this may change once Dallas sees our stocktake numbers.
- We have had a hold on orders until stocktake is complete.

Pricing of uniforms

- The price of the uniforms will remain the same in principle. However, Weareco needs to look closely at supply costs and the margins we have added to confirm what we are charging is appropriate. This could mean that our prices fall or slightly increase.
- Weareco is entitled to increase costs every 12 months but these are most likely to be CPI.
- No changes to prices or cost increases can occur without our consent.

Operation going forward

Recorded by: Ash Raina (Secretary P&C)

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- Weareco does not attend uniform shop committee meetings, however if they have anything to raise with us they will do so by email and we can bring it to the attention of the committee if required.
- Weareco pay 12% on sales (less GST) per term. In addition, once a figure is agreed on current stock, the amount will most likely be paid to us in 3 instalments. (See **Annexure 2 - SSS Uniforms shop Profit Analysis_Current Shop vs Weareco_DataDec16**)
- Online ordering is available. Items can be delivered by post directly (\$15.50) or can be picked up at the uniform shop.
- Returns or exchanges are available as per usual store policy. Weareco like it to be within 1 month, unwashed, in the bag it was purchased in, with tags and a receipt.
- The shop will be open 3 times a week for 3 hours per day as a starting point. It will be open for additional days in peak times i.e. in the Back to School period.
- One on one fittings offered by Asta will continue but they will likely be for 15 minutes and not 30 minutes per customer.
- Weareco is open to keeping Asta on in the role (if you are happy to Asta), but Dallas will still have to interview Asta as part of Weareco's due process. The work is subject to the Award (which I believe will be the same as the current arrangement).
- Weareco is happy to assist on the Prep Open Day.

Weareco will most likely make some changes to the look and feel of the shop including bringing in a pop up change room and hanging up some posters etc. The current change room in the server room is an OH&S issue. Weareco will support any marketing we want to do by the newsletter or FB or anything else.

End of Report

Some observations and decisions from the committee members were:

1. Helen mentioned that P&C can't get into an agreement with an outsourced vendor. If such an agreement has to come into effect, Principal has to be the SPOC and has to go through department's procurement cycle.
2. Till the procurement approval comes into effect, uniform committee might want to negotiate with Wearco to handle the whole process in an informal manner for a trial 6-12 month duration
3. Alex and Sophia to discuss the way forward with Wearco
4. If Asta plans to join Weraco, she has to resign from P&C roles.



- Motion was moved to hand over the vendor procurement to Greg Nelson.

Moved by: Ash R

Seconded by: Greg W

Recorded by: Ash Raina (Secretary P&C)

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Tuckshop Committee Report:

Report: Cathie P / Laura WS

Report shared electronically

- Struggling with volunteers, one joins, two leave. Have researched “work for dole” scheme, does not seem like it would be compatible with our needs, sadly.
- Still waiting for our treasurer to be given access to ComBiz so she can start performing eft payments, including transfer of fete ride ticket money.

ACTIONS:

- Wait for Jimmy’s input to help with ComBiz access

Sherwood Sharks Report:

- Greg informed about the pool status and that Brandons (department vendor) is working digging trenches around the pool
- Greg and Katie made an observation that the speed of work and sense of urgency is missing in the pool work completion
- Greg and Katie informed that the school has been given multiple completion dates, which have not been adhered to
- Mark extended his support and told the committee that he will talk to Kate Jones and sensitise about the priority of the job to be completed

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Sherwood Principal's Report: Greg Nelson

The report is as:

<p>Enrolments & staffing</p>	<p>Current enrolment: 586</p> <p>Prep in catchment and sibling enrolments for 2018 are currently 61+</p> <p>The waiting list is 24</p> <p>I will be taking 2 weeks LSL at the end of this Term and Ms Wells will be Acting Principal</p>
<p>Celebrations</p>	<p>Recent celebrations at school include:</p> <ul style="list-style-type: none"> • Under 8s Day • Prep Open Day • Westcent Music • Walk to School Wednesdays • Trivia Night • Met West Athletics following our sports days <p>We also have many students involved in preparations for both P-2 Robotics Competition and the OptiMinds Competition. This is also the term when we employ our Artist-in-Residence to work in classrooms with students and teachers. This year Ms Woolley is working with P-3 classes.</p> <p>I am also grateful that a parent, Jay McDonald, has self-nominated to organise the 150 celebration in term 4 for Parents and Community.</p>
<p>150 Mural</p>	<p>The mural at the back of the New Hall is a work that will be completed in 2018. It is a very large work that will require Kim Wolley to devote many hours of her time to complete. The Student Council will contribute \$3,000 (\$1,000 per year for public art). I would like permission from the P&C to raise the balance of funds required by an Honour Board (\$50 per family – voluntary contribution). I have discussed this with Kim and we agree that this will cover her payment.</p>

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	The Honour Board will be like the one in the Old Hall that was used by the then P&VC to raise funds for the building of the Hall.
Internal Systems Audit	<p>Recently there was an Internal Systems Audit of our procedurs at Sherwood. The overall rating for Sherwood was SOUND. Included in the audit:</p> <ul style="list-style-type: none"> - Financial - HR - WH&S <p>The audit is against a very comprehensive set of procedures.</p> <p>There is a list of recommended and required improvements and these are currently being atended to. I have asked a Business Manager coach from the Metro Region to work with our Office team on these improvements.</p>
PBL Update	The Positive Behaviour for Learning team continue to met each fortnight and the team is also attending professional development aligned with the PBL framework. This process is comprehensive and a vital ingredient is buy-in – it takes time to ensure effective consultation to ensure everyone has a voice.
Financial Report	See attached

1. Motion was moved on agreement of \$50 per family voluntary contribution fund for mural Honour Board.
Moved by Greg W and seconded by Ash R
2. Though the value of amount to be raised isn't known, Kim will work according to the amount raised in the process.

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Business Arising / Pending Action Items

- Bill informed about McGregor school wanting to do a 3-way raffle – still under discussions
- Mark B congratulated P&C committee for an amazing FETE event
- Based on feedback on the traffic congestion, Mark B informed about his public campaign initiative for a new bridge - #TaylorTwo

Moved by: Seconded by: Ash R

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.**
 - **Greg to talk to Wayne and check the feasibility and get back to P&C**

SUB COMMITTEE REPORTS: Accepted

Moved: Martin W Seconded: Ash R

Meeting Closed: 20: 45 hours