

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

Monday 29th Apr 2017, 7.30pm at Staff Room

P&C meeting

Meeting Opened by Bill

Moved: Jimmy S Seconded: Martin W

ATTENDANCE:

Greg Nelson, Leanne Davey, Bill Hennigham, Jimmy Shkalla, Ash Raina, Sophia Finter, Alex Bron, Kylie Wells, Laura Wessling Smith, Cathie Perkins, Martin Woodbury, Liesa Hogg

APOLOGIES:

Nicole Johnston, Elke Hughes, Nidhi Raina, Stephen Pankhurst, Helen Jamieson, David Smithson, Greg Webber, Kattie McDonald,

Moved: Laura WS Seconded: Cathie P

CORRESPONDENCE and MINUTES: Accepted

- Correspondence from CMS received – Jimmy informed that it has been renewed.
- MOM from last meeting was accepted

Moved: Jimmy S Seconded: Laura WS

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TREASURER'S REPORT:

- Jimmy shared the report
- Need to add AUD 7600 (online ticket sales) to the calculations (shown below) of FETE revenue for this year.
- Will be finalised soon.

Profit & Loss
 Sherwood State School P&C Association
 Fete
 1 January 2017 to 31 December 2017

Add Summary	31 Dec 17	31 Dec 16	31 Dec 15	31 Dec 14
Income				
Fundraising Income	88,241.05	87,834.50	93,574.20	0.00
Grants Received	1,000.00	1,000.00	1,100.00	0.00
Sponsorship Income	6,000.00	5,450.00	0.00	90,271.00
Total Income	95,241.05	94,284.50	94,674.20	90,271.00
Gross Profit	95,241.05	94,284.50	94,674.20	90,271.00
Less Operating Expenses				
Fundraising Expenses	35,891.49	34,375.44	34,581.60	33,945.26
General Expenses	0.00	1,437.82	0.00	0.00
Insurance	169.24	268.15	184.64	230.80
Subscriptions	0.00	500.00	0.00	0.00
Total Operating Expenses	36,060.73	36,581.41	34,766.24	34,176.06
Net Profit	59,180.32	57,703.09	59,907.96	56,094.94

Recorded by: Ash Raina (Secretary P&C)

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Treasurers report

Sherwood State School P&C Association
30th of April

Prepared by Jimmy Skalla

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Moved: Ash R

Seconded: Alex B

Recorded by: Ash Raina (Secretary P&C)

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SUB COMMITTEE REPORTS:

OSHC Committee Report

OSHC Report: Leanne D

OSHC Fees – In March, OSHC presented the budget for 2017 at the P&C Meeting. It was clear from this budget that the current fee structure would need to be revised to cover the necessary expenses. There has not been a rise in Before or After School Care fees since January 2014.

Expenses are as follows:

- Wages have risen considerably – The award has changed. All staff also receive full adult wages now.
- Staff Training has increased – Mandatory Child Protection, Mandatory Reporting, Food Safety Handling for particular staff, First Aid, Positive Behaviour for Learning, Children with additional needs.
- OSHC Equipment – Maintenance on washing machine and dishwasher, Replacing play equipment.

Below is a table of fees charged at nearby services:

Centre	Before School Care	After School Care
<i>Centacare – Corinda</i>	\$15.00 (Casual \$18.00)	\$18.00 (Casual \$22.00)
<i>PCYC Inala (Oxley & Corinda)</i>	\$15.00	\$19.00
<i>YMCA - 2016</i>	\$13.85	\$18.95
<i>Graceville School Plus</i>	\$13.00 (Casual \$16.00)	\$19.00 (Casual \$21.00)
<i>Sherwood OSHC (Proposed Fees)</i>	<i>\$13.50 (Casual \$16.00)</i>	<i>\$ 19.00 (Casual \$21.50)</i>

- *Leanne informed that because of the fee increase, OSHC will add on another 20k annually, thus increasing the buffer from 40K to 60K*
- *Leanne also informed P&C that the fee increase for parents will be from 50 to 75 cents since most of them will be covered by government rebates.*
- *P&C committee suggested to review the OSHC fees on an annual basis.*
- *Leanne will be sending the fee increase communication to all parents and will be implemented from July 2017*

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- *Jimmy reiterated about auditor's observation about the "very less gap" between the revenue and wages and that sub-committee needs to find out means to work on it.*

Fee increase approved by P&C.

Moved by: Cathie P Seconded by: Bill M

Child Protection (Mandatory Reporting) – Please take note of changes to the Child Protection Act in Queensland due to the bill "Mason's Law" being passed in 2016 which has brought about amendments to the act. Mandatory reporting of suspected child abuse has previously been introduced in all other states of Australia except Queensland and Western Australia. Queensland has now joined other states in mandatory reporting.

From 1 July 2017, early childhood education and care (ECEC) professionals will be mandated by law to report child safety concerns to the department, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm.

ECEC professionals include staff from family day care, kindergarten, limited-hours care, long day care and after-school hours care. Individuals who are volunteers or under 18 years of age are not mandatory reporters. All educators at Sherwood State School OSHC have been informed of these changes and video training on indicators of abuse and the process for reporting has been emailed to them. We will also show this video prepared by the QLD Government at our next staff meeting.

Vacation Care – The program has been finalised and will be released in the following week. I am currently compiling the official Program and Booking Form for families.

Mobile Phones – It seems that the use of more mobile phones with the zellow app would be beneficial with the number of children attending OSHC. Our plan with Telstra allows us 3 mobiles so we are currently connecting 2 of our old phones to the same app so we can run our walkie talkie system over 5 mobile phones.

OSHC Building Renovations – I sent Mark Bailey a copy of the Grant Application and all supporting documents after our last P&C Meeting to see if he could assist us in gaining the 50/50 Approval Grant. I have not heard feedback yet. The Playground Company is waiting to hear about the renovations to see if they are able resurface the playground over the winter holidays or if they need to wait until later in the year.

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Tuckshop Committee Report:

Report: Cathie P / Laura WS

- Tuckshop is experience difficulty in recruiting and retaining volunteers with mums (our primary source of volunteers) returning to work earlier and more full time than ever before.
- In term 2 we have lost 4 daily volunteers out of 25, all citing increasing work demands on their time. The impact of the constant revolving undertrained volunteers places more responsibility on existing volunteers and the convenor, and makes it harder to supply consistent service.
- We are continuing to recruit through the newsletter and signs within the school.
- A smaller role is also available “the gym mum” for somebody who can drop in for a designated hour to get us through our busy period on Fridays.

ACTIONS:

- Greg would enquire with Corinda High about possibility of students helping in tuckshop as part of work experience
- Greg would explore sourcing volunteers from other sources - “work for dole” or similar

Uniform Committee Report - Treasurers Report

Report: Alex B

- Sophia F and Alex B have now met School Locker and Weareco to gather information on the uniform shop models they could offer Sherwood. This information is still yet to be presented to the wider uniform shop committee for discussion.
- The current limitations of the current uniform shop are also being investigated such as internet connection in the shop.
- Tudor has also sent a copy of the new DET Operational agreement, which if terms are agreeable will require signature from P & C President and School Principal. We are currently reviewing this document.
- Stocktake will be undertaken in June resourcing will be considered

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Sherwood School FETE Committee Report:

Report: *Liesa H*, Fete Committee Secretary, Entertainment Coordinator

The committee is very pleased with the outcome of the 2017 fete. We are currently awaiting reconciliation of expenses and income to determine the final profit figure however expect a significant profit will be made. The committee have held a constructive debrief meeting and key points of interest are set out below.

Fundraising - sponsorship/donations/raffle Cash donations increased by \$1,900 this year however silent auction donations and in turn bids were down on previous year. Class donations were more effective with the introduction of gold coin donation days. Alan Duffield obtained an ipad from Mark Bailey MP and an air conditioner from Positive Power. The fete committee will give the ipad to the P&C to use as a Spellathon prize later in the year. Raffle sales improved on last year and we believe this may be due to use of online newsletters and newflash reminders. Thank you to Alan Duffield and Alex Tuff for coordinating fundraising.

Infrastructure There will be significant increases in costs for infrastructure this year due to additional tables, chairs, port-a-loos, larger stage, sound and refrigeration to accommodate 150 anniversary visitors. Congratulations to Mark Thomson on successful first year as infrastructure coordinator.

Rides The committee was very satisfied with the new ride suppliers and additional amusements from direct sponsorship ie petting zoo, extra jumping castle and mechanical meltdown. Online purchasing of ride wrist bands was very successful.

Stalls Positive feedback was received about the change in layout which was in part due to the added 150 guest marquees. Many convenors advised they struggled to secure volunteers. This is a significant ongoing issue which needs to be addressed more holistically through engagement by the P&C throughout the year. Several convenors have indicated they will not be returning next year as their children are moving on to high school. Thank you to Jo Chiu and Danielle Wilson for coordinating the stall convenors. Thank you to Claire Scott for coordinating classroom donations and for creating professional layout plans.

Media Thank you to Ash Raina for his comprehensive media coverage including Westside News, Satellite Newspaper, Indian News, 612ABC Radio, Channel 7 news, online event and community forums, Facebook, Instagram. Thank you to K-Le Gomez for coordinating the fete newsletters.

Entertainment Mr Dene Harris MC, referred by Ash Raina, was an excellent new addition for his professionalism, performance and price. A larger stage was hired this year to accommodate the official 150 ceremony and school choirs, these were both a highlight of the event. Significant additional planning and coordination was required to create the official opening ceremony with numerous VIP guests including the Premier and Lord Mayor. The diverse community performances were successful once again. Thank you to Liesa Hogg for coordinating the entertainment program and for managing the opening ceremony.

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150 Anniversary 150 merchandise was very popular at the event and raised significant income. Stock is still available for sale at future events throughout the year. Very positive feedback has been received from 150 guests regarding the visitor marquees, registration desk and memorabilia display. The memorabilia display was outstanding and the committee extends sincere thanks to Sue Hollier and her team of volunteers for their many months of work. Student leader involvement as student hosts in the guest marquees was successful and provided an excellent opportunity for students to play an active role in the day. Thank you to Liesa Hogg for sourcing merchandise, coordinating the memorabilia display, guest marquees and student hosts.

Improvements for 2018 The committee will carry out the following improvements/additions for 2018:

- Install flood lighting on the side of new hall
- Install portable storage/organisation improvements under hall
- Introduce a "Meeting Place" marquee for students/parents to register – an initiative for child safety/lost children

The committee recommends the P&C conduct engagement activities and ongoing communication throughout the year to encourage greater volunteering for the 2018 fete.

While profit is not the key measurement for success of this event the fete committee is delighted to be able to provide a substantial contribution to the P&C and school and acknowledge the hard work and support from stall convenors, volunteers, P&C executive members, school staff and committee members that made this contribution possible.

Members of the Fete Committee: Alan Duffield, Jo Chiu, K-Le Gomez, Liesa Hogg, Ash Raina, Claire Scott, Mark Thomson, Alex Tuff, Danielle Wilson

Sherwood Sharks Report:

- Greg informed about the pool status and that department is working on the solution of barriers around the pool.

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Sherwood Principal's Report: Greg Nelson

The report is as:

Enrolments & staffing	Current enrolment: 580
Asbestos Training	<p>Sherwood State School Asbestos Management</p> <ul style="list-style-type: none"> - Much of the asbestos has been removed from the school but there is still asbestos in place – this can be in the underlay of carpet, vinyl tiles or sheets of Super 66 - Vitally important that as a community we ALL take responsibility for managing asbstos - Work Area Access Plans MUST be completed by any person working at the school including in the gorunds and at the pool as well as in any building in the school - The WAAP ensures that any person working with asbestos has the qualification to do so and is following the correct procedures to keep our community safe
<p>Fete</p> <p>Counting Room</p>	<p>The Fete Committee has asked that the P&C Executive help by organising the Counting Room roster for the Fete:</p> <ul style="list-style-type: none"> - Contact past helpers - Ask school staff - Ask for volunteers in the Newlstter (there are already areas short of helpers this year)
<p>Celebration Badges have arrived – thank you, and our book is currently being printed</p>	<p>Celebrations continue</p> <ul style="list-style-type: none"> - The Celebration Badges for our 150th have arraiived – they look fantastic! - Thank you for helping with this project. - The 150 book is now being prionted – it looks wonderful.
<p>Age Appropriate Pedagogy</p>	<p>Great Prep Start</p>

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	Age Appropriate pedagogy is one of our 3 priorities for 2017. It is about teaching Prep students in ways that are appropriate for their age. I am deeply impressed by the progress that is being made in reading in our Prep classrooms, with many students already reading impressively.
Celebration Day	Celebration Day – a great success <ul style="list-style-type: none">- Many students in cultural or period clothes- Many parents visiting classrooms to tell their stories of other places and other times- Picnic on the oval for the whole school- Old fashioned games played on the oval – including by personal favourite – marbles!
Financial Report	See attached

Building Fund Report; Social Committee Report

- *Greg informed about the developments on building/renovation application*
 - *He mentioned that our school's application is an excellent submission and department is looking for more applications and more money allocated for multiple applications in one go.*

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Business Arising / Pending Action Items

- *Greg needs to coordinate and organise with the Student Council for the **Disco party on 8 Sept and Father's Day stall on 1 Sept***
- *Kylie informed about an info session to be held in August by Microsoft and Federal office about "Social Media, Internet, Cyber safety"*
- *Greg informed that the classes (Year 4, 5 and 6) will continue to have the sexual education info sessions.*
- *Ash 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*
- *Kylie suggested to have an annual fund of AUD 1000 for school community for volunteers, families with medical condition, trauma cases – to be sent bouquet of flowers or a fruit tray, etc. Committee accepted the suggestion*

Moved by: Cathie P Seconded by: Ash R

PENDING

- *Jimmy to share the auditor's findings, as per last month's MOM*
- *Greg to share the FETE picture with Ash*

SUB COMMITTEE REPORTS: Accepted

Moved: Jimmy Seconded: Greg W

Meeting Closed: 20: 50 hours