

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



DETAILS **Tuesday 13th October 2020 6.30pm**

Recorded by: Jess Huiskamp

Agenda Item	Details	Minutes
Open and Welcome	Welcome prospective members Meeting procedures; Please keep your microphone on mute unless speaking to minimise background noise. Please raise your hand to let everybody know you would like to speak.	Meeting commences: 6:34 pm Apologies: Ms Krystal Kay, Ms Vicki Shaw, Ms Pauline Mathieson Present: Mr Pat Murphy, Mr Brendan Barlow, Ms Sheree Skinner, Ms Angela Luttrell, Jessica Huiskamp, Ms Penny Couch, Mr Steven Palmer
Previous minutes acceptance	Motion: that the previous minutes from August 18th 2020 are a true and accurate record of the previous minutes. This will be approved in the form of an email from the 'first' and 'second' parties.	First: Seconded: Moved: Penny and Brendan will read and review the minutes from the previous meeting and provide acceptance.
Business Reports		
OSHC	<ul style="list-style-type: none"> An overview of the business presented by Pauline Mathieson, please see attached report Table open to questions 	Sheree presented an overview of the business on behalf of Pauline: <ul style="list-style-type: none"> Attendances have increased Some parents have been making enquiries for VAC care 43 kids is one of the highest numbers so far nearly reaching our goal set for end of 2020 (of 45) The dept. might ask for the service to be reaccredited for 2021 Minimal monies owing to the service – under \$150
Canteens	<ul style="list-style-type: none"> An overview of the business presented by Vicki Shaw; the canteens are as expected winding down for the end of year, the senior will soon start seeing a decline in sales as the year 10-12 all end early throughout term 4. We have taken on two school based trainees that will be working one day a week for the next year with us as they complete they cert II in business with a hospitality component. The past red food days ran quite smoothly with us reaching new highs for both the junior and senior. 	Sheree presented an overview of the business on behalf of Vicki: <ul style="list-style-type: none"> Last red food day will be for Halloween New POS system training completed today Moving away from Flexischools because parents and P&C businesses are not happy are not happy with it's performance

	<ul style="list-style-type: none"> Table open to questions 	
Executive News		
Mail in	NIL	
Mail out	Nil	
Exec news	Nil	
Decisions made	<ul style="list-style-type: none"> The decision was made to install air conditioning in the primary canteen due to OH&S and food safety concerns. A new piece of equipment for the canteen was ordered (sandwich bar fridge) and new a new POS system has been introduced. 	
Treasurer's report	<ul style="list-style-type: none"> A brief overview on the accounts by Sheree Skinner – The bank accounts are looking great, this of course is directly related to the hard work and success of our business. The mid-year audit has been finished but I am yet to receive the paperwork, please see the bank balances below. 	<p>Sheree provided an overview of the accounts:</p> <p>Cash flow boost has covered the costs of the last to BAS.</p> <ul style="list-style-type: none"> Interim audit has been completed.
Banking	<ul style="list-style-type: none"> nil 	
Subcommittee		
Previous events report	<ul style="list-style-type: none"> Family photo day – Angela Luttrell 	<p>Photo day went really well - raised \$720.</p> <p>This was easy to run and organise and there has been great feedback from families for the photographer.</p>
Events for 2020	<ul style="list-style-type: none"> Future dates; Raffle of book packets for next year End of year raffle - We have just received word about having these packs donated so it looks like this raffle can go ahead 	<p>Thermomix raffle is on – ending on 1/11 We have sold 200 out of the 700 tickets.</p> <p>Have been seeking book packets as a donation for this raffle. Rhonda has found a stationery supplier that will donate the book packets. We need to run it as soon as possible – starting in November.</p>
Donations	<ul style="list-style-type: none"> The gardening club has requested some help getting their recycling program off the ground. They would like a \$100 donation to go towards a pizza party prize for the class that collects the most bottles in term 4. The school has asked us to support the awards ceremony for the amount of \$300 	<p>First: Angela Second: Jess Moved: To support the gardening club by donating \$100 towards a prize to help their recycling program.</p> <p>First: Angela Second: Penny</p>

		<p>Moved: the P&C will support School awards ceremony with a donation of \$300.</p>
Fundraising ideas		
Fundraising dates for 2021	<ul style="list-style-type: none"> Please see below for a list of fundraising events for 2021. Can the P&C please look over these events and vote on them. Any events that have been approved can the school please take this list and come up with days that would be appropriate for these events to be presented at the next P&C meeting. 	<p>Motion to accept current ideas for 2021 fundraisers</p> <p>First: Second: Moved:</p> <p>There has been disappointing numbers and engagement of parent volunteers.</p> <p>Mothers and Fathers' Day Stalls – these are the smallest profit earners, require the most work. However there is a strong sentiment that these should be kept as they represent important events for the community.</p> <p>Biggest disco seller last year was glow sticks – this idea is favoured over raising money from food and drinks.</p> <p>Pat noted that as a parent, it can be difficult to be putting your hand in your pocket all the time.</p> <p>Thermomix raffle to be considered based on how the current event runs.</p> <p>Pat raised the proposal for the fundraiser for the Chaplaincy. We want to avoid every group of the school doing a fundraiser and would prefer asking the P&C for financial support.</p>
Donations for 2021	<ul style="list-style-type: none"> We need new donation ideas for the school. Ideally the donation would benefit at least 2 year levels or multiple children per year. We would like a few 'big' fundraiser ideas (something to work towards, \$10000+) as well as smaller donations. 	<p>Some possible ideas for consideration include:</p> <p>outdoor learning areas for Primary (flexible learning areas)</p> <p>Support for extra curricular activities – e.g. formal uniforms that could be hired for students representing the school in the choir etc. or registration fees for external events.</p> <p>The school leadership will bring ideas to the next P&C meeting.</p>
Business arising from previous minutes		

	<ul style="list-style-type: none"> • 	
Principals' Reports		
Primary School	<ul style="list-style-type: none"> • Report about the Primary School from Penny Couch 	<p>Teacher development</p> <p>Penny has returned from her opportunity to take on a role with another school and this has been a beneficial experience. It has also allowed Scott to continue to build leadership capability while acting in Penny's role.</p> <p>The school is resuming teachers in some face to face learning for their prof development – there is currently a course being undertaken to support students who have experienced trauma.</p> <p>Teachers have also had the opportunity to moderate writing examples from T3 English unit – developing skills and making comparable judgements.</p> <p>Enrolments</p> <p>Pre-prep numbers 65 – all have been enrolled. Further enrolment interviews will continue this term.</p> <p>Aim is to have at least 100 students enrolled and ready to start next year.</p> <p>BYOD classes for 2021 – 8 classes of byod innovation from years 3-6.</p> <p>Upcoming events</p> <p>Hosting Maths competition 13/10 – stemmed from last year's festival of learning. This involves 10 schools and looking to have this a yearly event.</p>
Secondary School	<ul style="list-style-type: none"> • Report about the Secondary School from Brendan Barlow 	<p>Year 12 Formal was an outstanding night. Staff were really impressed with manners and code of conduct with the students.</p> <p>Snr girls volleyball made the metro final in greater Brisbane</p> <p>6 new teachers joining next year. Yr 7 enrolments – looking healthy</p> <p>Brendan is continuing to strive towards Woodcrest being known for culture and behaviour.</p>

		<p>Student leaders On Thursday 15/10 there will be a student leader's handover week for incoming leaders and parents.</p> <p>11 students put up their hand for school captain – there is a high calibre of nominations and high levels of enthusiasm, passion and initiative.</p>
<p>Whole Campus</p>	<ul style="list-style-type: none"> • Report about the overall campus from Pat Murphy 	<p>As detailed in the report:</p> <p>Really successful formal for the Year 12s.</p> <p>A graduation ceremony for graduating Year 6 and 12s – the schools wants to accommodate this event but must work within the constraints of COVID Safe practices.</p> <p>An outdoor event carries the risk of being too hot during the day or the potential for storms during the evening.</p> <p>The School Award ceremony was held and filmed on Friday. Students who received an awards also received a copy of the video.</p> <p>Strategic planning – exec met last week for next strategic plan and annual improvement plan. Draft for next P&C meeting.</p> <p>Rhonda has identified a new stationery book supplier. Rhonda has made a recommendation based on value for money, delivery, flexible payment options and the offer of a book packet per year donation.</p> <p>The P&C discussed giving the book packet to a needy family but raised concerns about how we would both assess what is a true 'need' and who has a greater need. The P&C will raffle the book packet.</p> <p>Air conditioning The AC is in but the upgrade of the transformer will not be until the Xmas holidays.</p> <p>The warranty has started and we don't even know if they work.</p>

		<p>Sheree raised a concern that students and parents have been waiting since March when the AC was installed to have it turned on. We are now approaching summer and will not have the AC for the hottest parts of the year. There are going to be a number of very frustrated and angry parents within the school community.</p> <p>The Exec will put the matter forward to Charis Mullin.</p> <p>Hire of facilities The hire of school facilities has recommenced.</p> <p>Sheree raised a concern with new community hub – we had issues when sharing the old room with groups not cleaning properly. There is also a new concern that if a group hires the facility and the toys are touched, they need to be sanitised again in line with COVID safe practices.</p> <p>Pat advised, we haven't had a lot of interest yet and we are comfortable with that at the moment.</p>
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New Business

	<ul style="list-style-type: none"> The Office Liaison would like permission to apply for grants for the improvement or benefit of the P&C or school Rhonda would like to bring to the P&C a new stationery company for 2021 	<p>First: Brendan Second: Angela Moved: The committee supports the Office Liaison to apply for grants for improvement or benefit of the school.</p> <p>The types of grants being considered include: Road safety grant – could provide funding for at a fence near the OSHC; Sun safety grant – to add a sun shaded areas for the school and OSHC.</p> <p>First: Angela Second: Sheree Moved: Support the change of stationery company for 2021 as recommended by Rhonda.</p>
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Membership applications

New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	<p>First: Pat Second: Jess</p>
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		Moved: Accepted new membership application
New Executive positions	•	
Next Meeting		
	• November 17 th	
Meeting close		
		Time: 7:34 pm

Woodcrest State Collage OSHC – P&C



Woodcrest State Collage OSHC – P&C
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Report by; Pauline Mathieson

Position; OSHC Coordinator

Monthly Report; September & October 2020








General Meeting; 13th October 2020 @ 18.30pm

Activities Since Last Report

15/08/20 09/10/20	15/08/20-09/10/20	
BSC	ASC	
901	1181	
15/08/19 09/10/19	15/08/19 – 09/10/19	Total % growth
BSC	ASC	For BSC & ASC
916	873	16.37%

Attendances for OSHC for the above period have increased overall for BSC, ASC and VAC. A separate report for Vacation care is attached. We have had five new enrolments and no loss of families. Our new enrolments are from other childcare services and one of the main reasons for booking with us has been location. We are still offering the drop off and pick off options. Some of our families have mentioned they prefer the staff walking their children to the car and having an informal chat with staff. As numbers have grown, we now have a new assistant coordinator and another educator to join our wonderful team. Staff will be focusing on training in the areas of cultural competence and community engagement. Over the coming weeks we will be preparing for 2021 operationally and the information gathered from the families will inform us with those decisions surrounding the quality improvement plan and strategic planning. Educators have been continuing to concentrate on action research projects such as water conservation. The following community events this September and October have been; World Heart Day, World Animal Day, Book Day, Daffodil Day, Road Safety Week and Science Week.

Debt as at 02/10/20 = \$147.38

Account	Available	Current balance
Canteen (snr) 034-130 218425	\$47,110.55	\$47,110.55 
Debit Card Account 034-130 218396	\$546.87	\$546.87 
Fundraising Account 034-130 218409	\$1,685.56	\$1,685.56 
Main P&C Account 034-130 218353	\$42.54	\$42.54 
OSHC 034-130 218388	\$84,616.09	\$84,616.09 
PAYG & Superannuation 034-130 218361	\$0.00	\$0.00 
Tuckshop (jnr) 034-130 218417	\$3.29	\$3.29 
Accounts total	\$134,004.90	\$134,004.90

Potential fundraising dates for 2021

Month	Event	Sub School	Expected profits
March	Thermomixer/Bunnings raffle march-may (for mother's day)	Both schools and wider community	\$2500
April	Disco	Primary school	\$?
May	Mother's day stall	Both Schools	\$700
June	5c Challenge – 2 weeks long event	Both Schools	\$1200
September	Father's day stall	Both Schools	\$400
October	Family photo day	Both Schools and Wider community	\$800
November	Book raffle Nov 1 – Dec 1	Both Schools	\$?