

GENERAL MEETING AGENDA

DETAILS		Tuesday 17 th March 2020 7.30pm	Recorded by: Sheree Skinner
Agenda Item	Details	Minutes	
Open and Welcome	Welcome prospective members Present	Meeting commences: Apologies:	
Previous minutes acceptance	Motion: that the previous minutes from November 2019 are a true and accurate record of the previous minutes.	First: Darren Seconded: Penny Moved: Yes	
Business Reports			
OSHC	<ul style="list-style-type: none"> 1.1 A Brief overview of the business presented by Pauline Mathieson 1.2 New Easter program available for approval 1.3 Profit and loss comparisons 1.4 New Award wages are coming in in April. Because of the jump in pay increases from last September to this September the OSHC will need to increase its prices to stay profitable. Please see the proposed new prices attached, along with some comparison rates from the surrounding area. 1.5 Sustainability – lids and bread clips 1.6 Staff discount options. 1.7 Christmas closure dates. A report on last year's Christmas opening times by the OSHC Coordinator. Motion to accept the recommend Christmas closure dates of 25/12/2020-4/01/2021 for the 2020/2021 Christmas Vacation period. 1.8 New licencing has commenced for the new building that has now started construction. 1.9 Table open to questions 	<ul style="list-style-type: none"> 1.1 It was explained that given the current circumstances and the projected attendance for the Easter Vacation care, the Executive committee has decided to cancel the Easter Vacation Care. 1.2 not applicable 1.3 Profit and loss comparisons were tabled to compare last year's November, December and January periods. There has been a significant decrease in fees owing and attendance has gone up overall. 1.4 it was decided that the new proposed fees would come into effect on July 1st, with the vacation care fees to be re-evaluated again before the Christmas vacation care/. 1.4 First: Angela Second: Krystal Moved: Yes 1.5 Pauline told the committee some of the community involvement projects that the kids have going on at the OSHC currently. 1.6 More information was asked for in the executive meeting, the committee agree. 1.7 proposed Christmas dates First: Katie Second: Krystal Moved: Yes 1.8 The new building has started construction and the new licencing has commenced. 	

Canteen	<p>1.10 A Brief overview of the business presented by Sheree Skinner.</p> <p>1.11 New trial ordering for the Senior Canteen</p> <p>1.12 Daily sales comparisons from this time last year.</p> <p>1.13 Staff discount options – Vicki has suggested that between 10-20% is a sustainable amount</p> <p>1.14 Aircon quotes for primary canteen</p> <p>1.15 Table open to questions</p>	<p>1.10 Sheree informed the committee that a new coordinator started over the holidays, Vicki Shaw. Sheree and Vicki brought out new menus at the start of the year, for both canteens, the response has been really positive, and the kids seem to really like the new menus. Staff menus came out last week as well.</p> <p>1.11 We are trialling new bag ordering at the senior canteen for the kids that really want something specific. In the near future we will trial using flexi schools in the senior, aimed at years 7-9, kids who still don't have their own money. This trial won't cost anything as it is part of our subscription we currently hold.</p> <p>1.12 daily sales comparisons from 2019 and 2020 February months were tabled. As you can see, we have increase sales on almost every day of February this year.</p> <p>1.13 this item was put on hold until more information could be given.</p> <p>1.14 quotes to have the primary canteen airconditioned were tabled. Given the current future outlook of the canteen and the possibility of having to close for an extended period of time this motion has been moved till the September meeting for approval.</p>
Executive News		
	<ul style="list-style-type: none"> • 	
Mail in	<ul style="list-style-type: none"> • Yearly audit • P&C QLD request for documentation regarding our 2019 audit and the executive details for 2020. 	
Mail out	<ul style="list-style-type: none"> • General correspondence with the new accountants regarding the 2019 audit. 	
Decisions made	<ul style="list-style-type: none"> • Canteen decisions made; to hire a new Coordinator for both canteens and two new canteen assistants. Approved the development of a new menu. Approval for the new coordinator to start work two weeks before the beginning of term to organise the canteens and develop the menu. Approval for one assistant to assist with food prep for 10 hours before school term starts. Approval for the Coordinator to work an extra 5 hours a week for 4 weeks to help get the canteen administration up to date. Approval for the Coordinator to work on the weekend to stock pile the home cooked menu items. Approval for all overtime worked by the Coordinator to be used as time in lieu over the school 	<p>First: Katie Second: Sophie Moved: Yes</p>

	<p>holidays. Approval for an extra 8 hours a week for the canteen assistants to be used to continue bulk cooking the homemade items. Approval for the Coordinator to have posts pre-approved on 'Team Woodcrest' for Canteen advertisement.</p> <ul style="list-style-type: none"> OSHC decisions made; to search for a part-time 2IC for the OSHC. Approval for new staff members for the Christmas vacation period. Approval for stationary and art supplies needed for the OSHC. Approval for policies to be updates. Approved provider has approved the new application for the new building General approvals; Parent information booklet. 	
Treasurers report	<ul style="list-style-type: none"> Brief overview of the financial position of the P&C – Brooke Sempf - Tabled 	Moved till next meeting
Subcommittee Report		
fundraising	<p>3.1 Non-sports based play – we have started to spend the \$3000 that was approved for the non-sports bases play equipment for the primary school. \$469 was spent on a new shed. Awaiting a wish list from penny for the spending of the remaining money.</p>	<p>After purchasing of the shed it was discovered that the shed can not be used. The Shed will now have to be returned. The P&C will loose the delivery fee that was charged.</p> <p>Penny explained about the new quote which is now aprox \$4800, Penny has asked for the full \$3000 to be donated to the shed.</p> <p>Motion to use new quote on the shed and to deposit funds as soon as they become available.</p> <p>First: Sheree Second: Katie</p>
fundraising	<p>3.2 2020 dates Mother's day stall 8th May Father's day stall TBA Family photo day 22nd August – to confirm. Christmas stall 3rd December Disco TBA</p>	<p>Penny suggested the disco run in term Term 2 First: Katie Second: Darren</p>
Fundraising goals	<p>3.3 Motion to approve the spending of the fundraising efforts from School Banking to replenish the lower level home readers for the Prep-3 years. Currently we have \$950 in the account. That along with the 'reward points' the school will receive from scholastic from spending \$950 will allow the school to potentially buy up to 7 boxes of home readers.</p>	<p>First: Katie Second: Krystal</p>
Next meetings	3.4 TBA	
Business arising from previous minutes		
	<ul style="list-style-type: none"> Nil 	
Principles Reports		

Junior School	5.1 Report about the Junior school from Penny Couch	<p>Please see attachment.</p> <p>Air conditioning is going really well. BYOD in primary has been really successful in 5 and 6. Looking at expanding for 2021 by adding years 3 and 4 next year. If so, we would look at Ipads in yr 3 and either Ipads or laptops in year 4.</p> <p>Sheree raised the problem of having to buy multiple devices over the years was not going to be possible for most families. Both Penny and Scott will be away the last 2 weeks of term.</p> <p>Towie Norman has requested funding to help with their gardening projects. Motion to accept the tabled proposal or a \$200 donation to the Gardening club First: Angela Second: Katie Moved: Yes</p>
Senior School	5.2 Report about the senior school from Darren McGregor	Please see attachment
Whole School	5.3 Report about the overall school from Pat Murphy	<p>Pat explained the policies and procedures surrounding the coronavirus.</p> <p>Please see attachment.</p>
New Business		
	<p>6.1 Motion to allow the P&C to obtain a flybuys card to be used on purchases for the benefit of the P&C</p> <p>6.2 Motion to implement a new donation to the school in the form of \$1000 of canteen vouchers to be distributed by approved staff to children to do not have lunch. Proposal and policy to be tabled</p> <p>6.3 Motion to change one of the Westpac bank account into a single signatory to allow it to become a petty cash debit card for the canteens</p> <p>7 Motion to allow the Canteen Coordinator and the Office Liaison to receive a debit card to the new single signatory petty cash account.</p> <p>8 Motion to allow children over the ages of 10, with parental consent, to volunteer for part of their break at the Canteens.</p> <p>9 Motion to give school children who volunteer in the canteens a gift voucher of \$2.50 to the canteens as a thank you for their time.</p> <p>10 Approval to send the Office Liaison and Executive Committee to the P&C state conference this September. Approximate cost \$100 a day per person, grants available through P&C QLD</p> <p>11 Motion to give the OSHC Coordinator limited access to the OSHC account so she can keep a better record of incoming payments.</p>	<p>Motion to pass motions 6.1-11 First: Darren Second: Katie Moved: Yes</p> <p>* Special note that motion 10 has approval all 4 members of the executive committee and the Office Liaison to attend the entire convention.</p>

Membership applications		
New Memberships	Acceptance of all new membership applications	No new memberships First: Second: Moved:
Next Meeting		
	19 th May 16 th June 21 st July 18 th August 13 th October 17 th November	
Meeting close		
		Time: 8.26pm

Vacation Care – April 2020

All enrolments returned by Friday 2nd April 2020 to secure your child's place. Excursion places are limited and are filled according to return date of booking forms. All vacation care fees paid before first attendance day.

Monday 06/04/20 Excursion	Tuesday 07/04/20 Excursion	Wednesday 08/04/20 Excursion	Thursday 09/04/20	Friday 10/04/20 Good Friday
<p>Queenspark Ipswich World Heritage Day</p>  <p>Let's go visit the Nerima Gardens (a Japanese-styled garden), the Ipswich Nature Centre, the children's play facilities, Bush House and lots more Excursion \$20.00</p> <p>Back by popular demand In the morning swimming heated pool - \$6.00</p> 	<p>Chess & Digital Tournament</p>  <p>Could you be our first Woodcrest OSHC reigning champion.</p> <p>Pit your skills up against your friends.</p> <p>Back by popular demand In the morning swimming heated pool - \$6.00</p> 	<p>Queensland Rail – Visit Roma Street & Picnic at Anzac Square</p> <p>What do you know about Queensland Rail and safety?</p> <p>Whilst enjoying a picnic lunch in Brisbane</p>  <p>Excursion \$20.00</p>	<p>Magical day of Fun and Games</p>  <p>Easter Hunt, Easter Parade and a very special guest appearance the</p> <p>Easter bunny</p>	<p>Closed</p> 
Monday 13/04/20 Easter Monday	Tuesday 14/04/20 Incursion	Wednesday 15/04/20	Thursday 16/04/20 Excursion	Friday 17/04/20 Excursion
<p>Closed</p> 	<p>RSL Servicemen Visit & Baking Traditional Anzac Recipes From 1915</p> <p>Cook up a storm and welcome our local servicemen</p> 	<p>Future Film Makers Day</p>  <p>Lights, Camera, Action From writing your own script, acting or directing come make your ideas come alive All films will be screened</p>	<p>Movies Springfield Orion</p> <p>Popcorn and a movie what a perfect day</p>  <p>Excursion \$20.00</p>	<p>Queensland Museum Anzac Legacy Gallery</p> <p>Hands on artefacts to look at and touch</p>  <p>Excursion \$20.00</p>

Pick up an enrolment form at Woodcrest State Collage OSHC or Email oshc@wspc.com.au

Please do not hesitate in contacting me if you have any queries; Pauline 0437 678 090

N.B WE ALSO HAVE SPOTS FOR BEFORE/AFTER SCHOOL CARE