

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA - Minutes



DETAILS		Tuesday 17 th November 2020 6.30pm	Recorded by: Jessica Huiskamp
Agenda Item	Details	Minutes	
Open and Welcome	<p>Welcome prospective members</p> <p>Meeting procedures;</p> <p>Please keep your microphone on mute unless speaking to minimise background noise.</p> <p>Please raise your hand to let everybody know you would like to speak.</p>	<p>Meeting commences: 6:33pm</p> <p>Apologies:</p> <p>Present: Vicki Shaw, Sheree Skinner, Pat Murphy, Brendan Barlow, Penny Couch, Krystal Kay, Angela Luttrell, Jessica Huiskamp, Katie Bishop</p>	
Previous minutes acceptance	<p>Motion: that the previous minutes from October 13 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.</p>	<p>The first and second will 'sign' the minutes by responding to an email with the minutes attached.</p> <p>First: Sheree Skinner</p> <p>Seconded: Angela Luttrell</p> <p>Moved: Yes</p>	
Business Reports			
OSHC	<ul style="list-style-type: none"> A brief overview of the OSHC by Sheree Skinner. The OSHC is busy preparing for the summer vacation care program, which is filled with incursions and excursions to keep the kids entertained. We have almost hit our target of 45 kids per session by the end of 2020, as we are having numbers from 40-45 most days. The kids are loving the focus on nature play and we have been receiving really positive feedback from both children and parents of Woodcrest. Table open to questions 	<p>Sheree provided an overview of the OSHC. Key points:</p> <ul style="list-style-type: none"> Students are talking about the OSHC at school – there have been positive word of mouth recommendations. The hard work done by Pauline and the staff was acknowledged and thanks to Pat for the new room which has also enabled such a positive change in the OSHC service. 	
Canteens	<ul style="list-style-type: none"> An overview of the business presented by Vicki Shaw, Please see attached report Both canteens have been ticking away nicely. Every month we are beating 2019 sale totals. The new POS have been installed and working well. A few teething problems that were expected however all staff are learning fast how to use them and adapting to the new procedures. We are now getting the online ordering up and 	<p>Vicki provided a brief overview of the business. Key points:</p> <ul style="list-style-type: none"> Canteen a/c has not been installed in the roof yet as some work needs to be done on the roof. The committee to be aware that the canteen will not open for hot food and online orders on the final week of school (Monday to Wednesday). Ice cream, drinks and snacks will be available. Historically the last week 	

	<p>running. We will invite a selected few families to trial this as soon as term 4 week 6, to iron out any teething problems before we roll it out to the whole school for the start of term 1, 2021.</p> <p>Staff are excitedly waiting for the new Thermomix to arrive. Thank you to Sheree and everyone who helped sell tickets. This will help cut down our prep time greatly.</p> <p>Both canteens held Halloween Red Food Days. These were both a great success with no problems. Food went out on time and all feedback received to me was positive.</p> <p>I am starting to work on the new menus as well reviewing all policies and procedures, risk assessment and Red Food Days and other events for 2021.</p> <ul style="list-style-type: none"> • New air-con in the primary has been installed but yet to be turned on • Last week of school; traditionally the last week of school has very few orders or sales, so little that they normally do not cover the cost of staff required. We propose only opening both canteen for pre purchased snacks, drinks and ice-creams on the last Monday, Tuesday and Wednesday of the year. • Table open to questions 	<p>makes minimal sales. Skeleton crew required for that week and the staff on Wednesday will be able to do the deep clean needed at the end of year.</p> <ul style="list-style-type: none"> • Brendan asked whether the proposed red food day dates for 2021 could be shared. Vicki has prepared these and they will be forwarded to Brendan. Action 1 – Vicki to provide red food days dates to Brendan. • Canteen would look to be included in other all school events like track and field days as red food days.
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Executive News

Mail in	NIL	
Mail out	Nil	
Exec news	Nil	
Decisions made	<ul style="list-style-type: none"> • To take on trainees in the canteen. • If the 2 trainees are working out we would like to increase there work to more than the one day a week. This has the benefit of additional funding for the p&C to pay the wage and an opportunity fir students to gain a cert. 	<p>First: Krystal Second: Angela Moved: Yes</p> <p>There has a been a learning curve for current canteen staff as they begin to upskill the trainees. Vicki feels very positive about the program.</p> <p>Loren from Pathways has been pivotal in the setup of the programme and continues to support it.</p>

		Looking out to other schools – Lauren cannot recommend anyone from WC at this time.
Treasurer's report	<ul style="list-style-type: none"> A brief overview on the accounts by Sheree Skinner – Not too much extra to report on from last meeting, the accounts are looking better every week, I am preparing documents for the end of year audit and starting to look at next year's budget. 	Current bank balance is located on page 10
Banking	<ul style="list-style-type: none"> Motion to allow Pauline Mathieson and Vicki Shaw to obtain a debit card each to use as petty cash and to allow OSHC the ability to purchase better quality and cheaper food for the OSHC. Motion to allow the office liaison Sheree Skinner to be added to the commonwealth bank account. 	First: Jess Second: Krystal Moved: Pauline Mathieson and Vicki Shaw to obtain debit cards in their name to access petty cash debit cards. First: Vicki Second: Angela Moved:Yes
Subcommittee		
Previous events report	<ul style="list-style-type: none"> Canteen raffle; the raffle went well, we were 24 tickets short of selling all 700. We had some speed bumps which we did not expect but did our best to overcome. The two winners have received their new Thermomixes, one winner from NSW and one winner from QLD. We have used some of the profit from the canteen red food days to make up the \$240 difference so we can still acquire our very own Thermomix. A very large thank you to Vicki the canteen coordinator, who had been allowing the P&C to utilise her personal Thermomix throughout most of the year. 	Krystal suggested asking the winners to take a photo with their prize and write a short bio so we can use this for future advertisement.
Events for 2020	<ul style="list-style-type: none"> Future dates; Book raffle - unfortunately this raffle has had to be cancelled. Fortunately Pat has had a great idea to still be able to give away the book packets, by putting those who pay the SRS fees early for 2021 into a draw to win a book packet. 	Pat – will work out final details tomorrow. It is around the intent to pay the SRS that will allow them to be in the draw.
Donations	<ul style="list-style-type: none"> Discussion on how much to donate to the school this year. We have already donated \$6800 throughout the year. 	First: Second: Moved: We have given 7200 this year.

Fundraising ideas		<p>Pat has asked whether we can return to this question next year as purchasing for this year is just about finished.</p> <p>This item has been tabled for next year.</p>
Fundraising dates for 2021	<ul style="list-style-type: none"> • Fundraising proposed dates for 2021 please see the proposed dates from the school below. • Disco – If it is to happen in April a motion will need to be moved for the approval to move ahead with the disco and approval of \$1600 in funds (the amount spent last year) <ul style="list-style-type: none"> - Please keep in mind the disco next year will most likely not include a stall for food, but only a stall for glow sticks, eliminating a lot of the problems that we encounter and reducing the number of volunteers needed. This is of course impact on the bottom line of the disco however the event is being ran because the kids love it, not to make money. - Does anyone want to raise their hands to run the disco? • Mother’s day stall <ul style="list-style-type: none"> The purchases for this need to be made at the end of January to ensure good product. We need to approve the spending now. We have left over stock from last year, I would propose an amount of \$1500 (\$2500 approved last year, \$2000 spent) for the purchase of stock. - Does anyone want to raise their hand to run the Mother’s Day Stall? 	<p>Motion to accept current ideas for 2021 fundraisers First: Angela Second: Sheree Moved: YES</p> <p>Disco Less food at the disco equals less volunteers required. There will be water and cups available (donated by McDonalds).</p> <p>Krystal asked whether the funds saved on food can be used to diversify the glow sticks available</p> <p>There has been a question about how we might lock in volunteers. Historically years 3-6 disco is the issue. The P-2 disco tends to have enough volunteers.</p> <p>Penny suggested that clearly defined roles are provided to parents (e.g. door person, drinks station). Sheree advised this was done last year and we did have a number of volunteers register but not all showed up.</p> <p>Date: 30 April 2021 (as previously discussed btw Sheree and Penny as the most suitable date) First: Krystal Second: Angela Moved: The Disco to be held 30/4/2021 and funds of \$1600 have been approved for the disco</p> <p>Mother’s Day Stall – May 5 First: Krystal Second: Sheree Moved: the mother’s day stall has been approved along with the \$1500 budget for product.</p>
Donations for 2021	<ul style="list-style-type: none"> • Innovation ideas the P&C would like to ask the school to elaborate on what ‘innovation’ donations would mean • Big ideas 	<p>Angela has had feedback from parents about the shades in the grounds. They would like to see more of these around the place.</p> <p>We will table the donations to next year and would like to see the innovative ideas.</p>

		Krystal suggested running an innovation challenge with the students. This idea was supported by Penny who has said students have been looking at ways to beautify the classroom areas.
Business arising from previous minutes		
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Principals Reports		
Primary School	<ul style="list-style-type: none"> Report about the Primary School from Penny Couch 	<p>Penny provided an overview of the report. Key items:</p> <ul style="list-style-type: none"> Festival of learning next year – run by Springfield learning coalition. Planning underway. To be run on a student free day of Friday 3 September (a professional dev day for staff) Work is being done to develop a covid safe plan to manage new prep students and their care givers on the first day of school (e.g. how parents will be able to come into the class room with their prep students.)
Secondary School	<ul style="list-style-type: none"> Report about the Secondary School from Brendan Barlow 	<p>Brendan provided an overview of the report. Key items:</p> <ul style="list-style-type: none"> Year 12 external exams are finished - these are the first under the new assessment. Striving to get 100% QCE Friday is Graduation – there will be an opportunity for 2 parents to attend for each student. <p>All new staff have been sent out Welcome Pack for Woodcrest. The initiative is part of the continued effort to attract interest from high performing staff to the school.</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus from Pat Murphy 	<p>Pat provided an overview of the report. Key items:</p> <ul style="list-style-type: none"> The school is continuing to build relationships with University – USQ for nursing program. The school represented the Primary and Secondary school at

		<p>the Remembrance day at Robelle Domain.</p> <ul style="list-style-type: none"> • Student Code of Conduct – Pat would like the P&C to endorse the document. This document and what is to be included has been discussed at P&C meetings throughout the year. The report includes: a more comprehensive behaviour management plan, a sharper vision to inspire students. It is expected that this will be reviewed and iterated each year. <p>Krystal has asked to take a few days to read the document.</p> <ul style="list-style-type: none"> • NAIDOC week – lots of activities, favourite was art activity run by student leaders for P-1 students.
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New Business

	<ul style="list-style-type: none"> • Meeting dates for 2021 need to be decided upon • We have had great growth this year in the P&C and are now in a position to look into the option of cancelling Lowes uniform contract and running a uniform shop ourselves. The uniform shop would create a large revenue stream for the P&C, allowing the P&C to make bigger donations back to the school in years to come. Running the uniform shop ourselves would give the P&C the ability to control the quality of the products as well as the prices. The outlay of opening a uniform shop can go into the 6 figures and would diminish our current bank accounts dramatically for up to a year before seeing any dramatic improvement. Potentially leaving us at minimum running costs for a time. We would propose to have a soft opening in September 2021. • *If applicable If the decision is made to open a uniform shop we will need another bank account opened. 	<p>Meeting dates for 2021;</p> <p>Some will be virtual First meeting will be meet and greet Approval sought to spend \$250 for the meet and greet meeting Approved \$250</p> <p>Krystal noted that the virtual meetings are helpful and there will be flexibility to add in or take away virtual meetings as needed.</p> <p>Krystal suggested a good news story to promote the recent raffle – who won, how it helped the winner and how benefited the school canteen.</p> <p>Motion to move forward and open a uniform shop run by the P&C come September 2021. First: Vicki Second: Krystal Moved: Uniform shop run by the P&C to commence trading in September 2021.</p> <p>Motion to allow the Executive committee along with the P&C office liaison, the</p>
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		<p>school business manager and campus principal to make decisions regarding all aspects of the new uniform shop to ensure that the process of opening the shop can be done in a timely manner.</p> <p>First: Krystal Second: Angela Moved: yes</p> <p>*Motion to open another bank account up for the purpose of running the uniform shop. Allowing the executive committee, and the office liaison to be signatories on this account to allowing the future uniform shop coordinator to have limited access to the account. (can view but not change)</p> <p>First: Penny Second: Angela Moved: Yes</p>
Membership applications		
New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	<p>First: Krystal Second: Katie Moved: New membership accepted</p>
New Executive positions	<ul style="list-style-type: none"> 	
Next Meeting		
	<ul style="list-style-type: none"> 	Please see approved dates below.
Meeting close		
		Time:7.29pm

Daily Sales Primary September 2020

Date	Comment	Cash	EFT	Flexischools	Total
1st September		\$ 165.90	\$ 26.50	\$ 353.10	\$ 545.50
2nd September		\$ 220.50	\$ 65.00	\$ 408.70	\$ 694.20
3rd September		\$ 222.80	\$ 8.00	\$ 596.70	\$ 827.50
4th September	Pupil free day				
7th September		\$ 238.70	\$ 75.00	\$ 317.70	\$ 631.40
8th September		\$ 157.10	\$ 16.50	\$ 387.00	\$ 560.60
9th September	Red food day	\$ 280.50	\$ 77.00	\$ 1,254.10	\$ 1,611.60
10th September		\$ 180.00	\$ 10.00	\$ 374.20	\$ 564.20
11th September		\$ 258.70	\$ 93.50	\$ 512.20	\$ 864.40
14th September	y6 camp	\$ 183.00	\$ 20.50	\$ 268.00	\$ 471.50
15th September	y6 camp	\$ 153.70	\$ 89.00	\$ 276.50	\$ 519.20
16th September	y6 camp	\$ 129.70	\$ 72.50	\$ 390.50	\$ 592.70
17th September	y6 camp	\$ 145.70	\$ 35.50	\$ 512.20	\$ 693.40
18th September	y6 camp	\$ 230.95	\$ 17.00	\$ 602.40	\$ 850.35

Daily Sales Senior September 2020

Date	Comment	Cash	EFT	Flexischools	Total
1st September		\$ 165.90	\$ 353.10	\$ 26.10	\$ 545.10
2nd September		\$ 336.30	\$ 1,080.70	\$ 41.10	\$ 1,458.10
3rd September	Track and Field red food day	\$ 1,198.40	\$ 822.00	\$ 6.00	\$ 2,026.40
4th September	Pupil free day				
7th September		\$ 328.50	\$ 394.10	\$ 14.50	\$ 737.10
8th September	SET plain y10 and mock y12	\$ 252.40	\$ 294.40	\$ 58.00	\$ 604.80
9th September	Mock y12 exams	\$ 342.80	\$ 337.10	\$ 85.50	\$ 765.40
10th September	Mock y12 exams	\$ 264.85	\$ 402.15	\$ 59.50	\$ 726.50
11th September	Mock y12 exams	\$ 221.40	\$ 415.40	\$ 53.50	\$ 690.30
14th September	Mock y12 exams	\$ 276.40	\$ 374.80	\$ 30.00	\$ 681.20
15th September	Mock y12 exams	\$ 381.50	\$ 264.00	\$ 5.00	\$ 650.50
16th September	Mock y12 exams	\$ 301.40	\$ 307.10	\$ 17.00	\$ 625.50
17th September	Year 12s away	\$ 255.00	\$ 259.30	\$ 25.00	\$ 539.30
18th September	Year 12s away	\$ 245.40	\$ 124.10	\$ 11.50	\$ 381.00

Daily Sales Primary October 2020

Date	Comment	Cash	EFT	Flexischools	Total
6th October		\$ 116.70	\$ 47.00	\$ 383.00	\$ 546.70
7th October		\$ 148.50	\$ 39.00	\$ 395.20	\$ 582.70
8th October		\$ 248.20	\$ 27.00	\$ 353.00	\$ 628.20
9th October		\$ 221.80	\$ 18.50	\$ 597.90	\$ 838.20
12th October		\$ 206.40	\$ 44.50	\$ 296.50	\$ 547.40
13th October		\$ 168.60	\$ 21.50	\$ 239.00	\$ 429.10
14th October		\$ 191.50	\$ 57.50	\$ 356.96	\$ 605.96
15th October		\$ 263.90	\$ 11.70	\$ 405.00	\$ 680.60
16th October		\$ 273.50	\$ 62.00	\$ 673.60	\$ 1,009.10
19th October		\$ 186.50	\$ 21.00	\$ 281.20	\$ 488.70
20th October		\$ 181.40	\$ 30.00	\$ 248.00	\$ 459.40
21st October		\$ 281.20	\$ 17.00	\$ 453.00	\$ 751.20
22nd October		\$ 209.00	\$ 15.50	\$ 306.00	\$ 530.50
23rd October		\$ 244.15	\$ 19.50	\$ 653.10	\$ 916.75
26th October		\$ 191.50	\$ 14.00	\$ 270.50	\$ 476.00
27th October		\$ 184.00	\$ 26.50	\$ 249.50	\$ 460.00
28th October		\$ 266.20	\$ 37.00	\$ 500.20	\$ 803.40
29th October		\$ 231.00	\$ 12.50	\$ 416.20	\$ 659.70
30th October	Red Food day	\$ 409.20	\$ 53.00	\$ 1,323.10	\$ 1,785.30
				Total 2020	\$13,198.91
				Total 2019	\$10,733.90

Daily Sales Senior October 2020

Date	Comment	Cash	EFT	Flexischools	Total
6th October		\$ 427.50	\$ 475.40	\$ 7.00	\$ 909.90
7th October		\$ 276.70	\$ 477.10	\$ 39.00	\$ 792.80
8th October		\$ 346.20	\$ 440.56	\$ 22.00	\$ 808.76
9th October	Not sure if these are right as I waent home sick	\$ 368.60	\$ 611.05	\$ 39.00	\$ 1,018.65
12th October		\$ 283.15	\$ 505.90	\$ 15.00	\$ 804.05
13th October		\$ 350.10	\$ 402.10	\$ 20.10	\$ 772.30
14th October		\$ 327.50	\$ 553.40	\$ 44.00	\$ 924.90
15th October		\$ 271.50	\$ 547.00	\$ 37.50	\$ 856.00
16th October		\$ 376.40	\$ 392.10	\$ 47.50	\$ 816.00
19th October	Year 9 away	\$ 262.10	\$ 448.00	\$ 10.50	\$ 720.60
20th October	Year 9 and 11 exams	\$ 249.60	\$ 330.10	\$ 19.00	\$ 598.70
21st October	Year 9 away 11 exams	\$ 235.30	\$ 474.90	\$ 10.50	\$ 720.70
22nd October	Year 11away	\$ 217.70	\$ 373.10	\$ 32.50	\$ 623.30
23rd October		\$ 231.00	\$ 400.30	\$ 47.00	\$ 678.30
26th October	Y12 finished,	\$ 268.50	\$ 360.40	\$ 21.00	\$ 649.90
27th October	Y12 finished,	\$ 398.50	\$ 307.50	\$ 8.50	\$ 714.50
28th October	Y12 finished,	\$ 331.05	\$ 423.80	\$ 64.50	\$ 819.35
29th October	year12 finished	\$ 263.00	\$ 563.80	\$ 33.00	\$ 859.80
30th October	Red Food day	\$ 545.90	\$ 459.60	\$ 127.50	\$ 1,133.00
				Total 2020	\$15,221.51
				Total 2019	\$13,774.60

Account	Available	Current balance	
Canteen (snr) 034-130 218425	\$46,100.90	\$46,100.90	▼
Debit Card Account 034-130 218396	\$397.95	\$397.95	▼
Fundraising Account 034-130 218409	\$1,685.69	\$1,685.69	▼
Main P&C Account 034-130 218353	\$120.54	\$120.54	▼
OSHC 034-130 218388	\$91,762.47	\$91,762.47	▼
PAYG & Superannuation 034-130 218361	\$0.00	\$0.00	▼
Tuckshop (jnr) 034-130 218417	\$410.07	\$410.07	▼
	Accounts total	\$140,477.62	\$140,477.62

Potential fundraising dates for 2021

Month	Event	Sub School	Expected profits
March	Raffle Thermomix or Bunnings prize	Wider community	\$2500
April	Disco	Primary school	\$?
May	Mother's day stall	Both Schools	\$700
June	5c Challenge – 2 week long event	Both Schools	\$1200
September	Father's day stall	Both Schools	\$400
October	Family photo day	Both Schools and Wider community	\$800

Proposed dates;

- April 30 – Disco.
- May 5 – Mother's Day Stall. This is a Wednesday. Happy to go with either Thursday or Friday. This is also the week following the proposed Disco date.
- Any 2 weeks in June for 5 cent challenge.
- September 1 – Father's Day Stall. Can do Thursday if needed. Can't do Friday as this is a Student Free Day.
- October 9/10 – Family Photo Day. This is the first week back from holidays.