

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



DETAILS **Tuesday 18th August 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: 6:37 pm</p> <p>Apologies: Pauline Mathieson, Steven Palmer, Tanya Jones, Donna Howard</p> <p>Present: Penny Couch, Brendan Barlow, Pat Murphy, Vicki Shaw, Angela Luttrell, Krystal Harris, Sheree Skinner, Jess Huiskamp</p>
Previous minutes acceptance	<p>Motion: that the previous minutes from July 21st 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>First:</p> <p>Seconded:</p> <p>Moved:</p> <p>Penny and Vicki agreed to read and endorse the meeting minutes via email. Sheree will follow up.</p>
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 	<p>Sheree provided a brief overview – key points</p> <ul style="list-style-type: none"> Increased staff members due to increase in children attending Debt is under \$100 Training a staff member to be the 2IC and training a new recruit to be the Room Leader. Bookings for the school holidays already coming in.
Canteens	<ul style="list-style-type: none"> An overview of the business presented by Vicki Shaw, Please see attached report Table open to questions 	<p>Vicki provided a brief overview – key points:</p> <ul style="list-style-type: none"> Sales are consistent. We have two volunteers who are coming in regularly Stock continues to be an issue with suppliers but they are substituting where they can.
Executive News		
Mail in	NIL	
Mail out	Nil	

Exec news	<ul style="list-style-type: none"> Resignation of Katie Bishop as Treasurer of the Woodcrest College P&C Association. 	
Decisions made	<ul style="list-style-type: none"> To bring in a dress code for the P&C staff members of royal blue polo's/dress shirts and black pants/shirts. To increase canteen employment hours to reflect the growing number of sales Approval for an audit for the change of treasurer 	<p>First: Vicki Second: Penny Moved: agreeance with the decisions made by the P&C exec committee as detailed in the agenda.</p> <p>Update: Sheree has ordered the hats and aprons and they have been sent to the embroiderer today (18/8/2020). Expected to be ready next week.</p>
Treasurers report	<ul style="list-style-type: none"> A brief overview on the accounts by Sheree Skinner – The bank accounts are starting to look better. With the job keeper still in effect in the canteens and the OSHC no longer receiving the CCCS scheme, now the full funding, accounts have been improving. Expenditure has been increasing in stock for the canteens and food purchases for the OSHC, as well as staffing expenditures in both businesses as sales and attendance increase. The BAS for the July quarter has been completed but yet to be paid as we are waiting to see how much we will receive from the second cash boost for businesses from the ATO. The current unpaid BAS is \$7700. As the treasurer has resigned there needed to be another audit. As this one is only 8 months we have been given the quote of \$1300, this means that the 2020 audit presented at the next AGM will only be for the remaining 4 months and the cost will reflect that. The Canteen is working hard to find a better suited online ordering system which we will be planning to bring in at the beginning of term 4 if possible. This task is quite difficult as we only have 8 companies that we are allowed to choose from, none of which we would select if given the choice. We are aiming to select the company that gives the parents a better ordering experience and cheaper fees as well as better customer service for the parents and P&C. Please find an up to date screen shot of the bank accounts current totals. 	<p>First: Pat Second: Krystal Moved:</p> <p>Sheree provided an overview of the accounts.</p> <p>Additional items: A new staff member has been employed in the canteen – Vicki's daughter. Appropriate measures have been considered and put in place to protect the business and staff where any conflict of interest may arise or be perceived from having a family relationship among staff.</p> <p>Another staff member has been employed to undertake additional hours of admin work and canteen hours. Our treasurer has resigned and applied for this role. Given her experience and qualifications she has been deemed the most suitable candidate and has been offered the position.</p>

	More detailed financial reports available upon request.	
Banking	<ul style="list-style-type: none"> Motion to keep Katie on the bank accounts until another member of the executive team can be put on the bank accounts. This includes all Westpac accounts, commonwealth bank accounts, merchant accounts and debit card accounts. Katie will not have the ability to approve payments, only to sign another signatory onto the accounts. 	First: Vicki Second: Jess Moved: yes
Subcommittee		
Previous events report	<ul style="list-style-type: none"> Nil 	
Events for 2020	<ul style="list-style-type: none"> Future dates; 2nd September Father's Day Stall Online stall is now up and running. Family photo day 10th October Raffle of book packets for next year End of year raffle 	<p>Family photo day will be advertised after the Father's Day stall. Flyers are ready to go.</p> <p>Book packet raffle is 13 separate raffles at the end of the year Prizes are one book packet for each year level. Rhonda will explore whether there an opportunity to leverage the existing relationship with Winc to secure raffle prizes. This is not expected to be up and running until the end of September.</p>
Donations	<ul style="list-style-type: none"> 	
Fundraising ideas	<ul style="list-style-type: none"> For the Canteen; Thermomixer raffle Please see the attached proposal 	<p>Canteen fundraiser: Motion to approve future fundraiser for a thermomix for the canteen First: Vicki Second: Penny Moved: Thermomix raffle to go ahead.</p> <p>The members talked through the proposal. There is a risk that the P&C wont sell enough tickets and the raffle will have to be cancelled and monies refunded. This is the worse case scenario. If we sell all the tickets, a new thermomix could cost the P&C less than \$300</p> <p>After discussing this with the raffle coordinators, Sheree feels confident that this is a low risk. The P&C committee understand the risk and have agreed to proceed with the raffle.</p>

		<p>The goal of the raffle is to give away two machines and keep one for the canteen.</p> <p>Ticket sales will be limited and prizes drawn in 3 months or before if all tickets sold prior.</p> <p>Pat and Penny suggested making the raffle timeframe one month rather than three.</p>
Fundraising dates for 2021	<ul style="list-style-type: none"> Please see below for a list of fundraising events for 2021. Potential profits exceed \$10000. 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:</p> <p>Second:</p> <p>Moved:</p> <p>This has been tabled until next meeting after the school can come back with acceptable dates, if any.</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>The P&C has asked that people bring ideas and we can vote on them</p>
Business arising from previous minutes		
	<ul style="list-style-type: none"> Steven Palmer has submitted a more detailed proposal for his homebake fundraiser idea. Please see proposal attached. Chaplaincy work plan has been approved and signed, please see attached proposal below Vicki Shaw has provided Sheree with the online agenda and meeting platform that she uses for other organisations. (www.meetingtrac.com.au) pricing is \$110 a year and makes writing agenda easier, automatically sends out the electronically recorded minutes, invitations to meetings, agenda items and VOC votes. Sheree would like to use their trial feature to test it with some general business meetings to see if it would be a good investment for the P&C to use it for their general P&C meetings. 	<p>Donation of \$500 to the Chaplaincy work. The P&C have approved a donation of \$500 to cover the cost of items detailed in the proposal submitted by Steve.</p> <p>First: Sheree</p> <p>Second: Krystal</p> <p>Moved: the P&C will provide a \$500 donation for the purchase of items as detailed in the proposal.</p> <p>Homebake fundraiser motion</p> <p>Pat has strongly recommended that a donation is more appropriate at this time than for a fundraiser to be run by the chaplaincy program for the following reasons:</p> <ul style="list-style-type: none"> The P&C has trouble accessing volunteers and may already be too stretched to assist There may be a potential conflict with canteen business The school will be accountable for ensuring food hygiene and safety practices and does not

		<p>wish to accept that risk at this time.</p> <p>New platform for meetings – Sheree will access the trial for 7 days and test out the platform and its features and provide an update at the next meeting for discussion.</p>
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 Primary School as detailed in the Principals' reports.</p> <p>Staff have been undertaking professional development</p> <p>BYOD info session have been run and the expressions of interest have been positive</p>
Secondary School	<ul style="list-style-type: none"> Report about the Secondary School from Brendan Barlow 	<p>Brendan provided an overview of the Secondary School as detailed in the Principals' reports.</p> <p>Currently Shortlisting student leaders for next year. Brendan has been impressed with the quality of the applications.</p> <p>The secondary school has been acknowledging student success with post cards sent home– they have had some great feedback from students/parents</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus from Pat Murphy 	<p>Pat provided a whole school overview as detailed in the Principals' reports.</p> <p>Thanks to Penny for undertaking the leadership role while Pat was on leave.</p> <p>Behaviour management plan – engaging students and asking what they think the values are that underpin out behaviour management</p> <p>BYOD – strong interest in primary school</p>

A/C units – currently have no power. Works are expected to take place in the September holidays. If it goes ahead, power will be off and generators will be required to keep power on for the OSHC and canteen.

Sheree flagged that the best option for generator would be to have it at the senior canteen as there is more space to hold the stock from both canteens.

Pat has recommended dropping stock levels – generator reliability is a risk.

Pat will know more in the coming weeks and work with Sheree and Vicki from there.

Security issue – a motorcycle rode through the school. The school may be considered for an upgrade to the fencing around the perimeter.

Parent Teacher interviews - went well.

Kalina estate and impact on school growth – Meeting with Charis Mullen and Stocklands this Friday (21/8) to ensure that any growth in student numbers is considered and what the funding looks like with expected increased numbers. If funding is available, the school would like to get rid of the demountables in the primary school.

Q. from Sheree about demountables – Pat has advised that they were second hand when they were placed in Woodcrest and they have been here for over 20 years and modern learning facilities are more appropriate.

Q. from Sheree about the fencing upgrade – who funds this. Pat advise this is government funded. The school has one of the largest perimeters to fence in QLD

Q. from Sheree about the change in frequency of FB posts – Pat has advised reducing to 3 posts a day will allow people to keep the posts high in in their feed for longer amounts of time.

New Business		
	<ul style="list-style-type: none"> The Office Liaison would like permission to apply for grants in regards to facility improvements for the canteens. The gardening club has asked for support and permission to activate an ongoing recycling fundraiser. <p>Please see the attached proposal.</p>	<p>Motion to allow the P&C to pursue grants in regards to facility improvements for the canteens First:Krystal Second:Vicki Moved:YES</p> <p>Motion to approve the gardening club recycling program First:Krystal Second:Penny Moved:Yes</p>
Membership applications		
New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	<p>NIL First: Second: Moved:</p>
New Executive positions	<ul style="list-style-type: none"> Call for a new Treasurer 	<p>Angela was nominated by Pat to become treasurer, this was first and second by Krystal and Penny. Angela Luttrell is now our new Treasurer.</p>
Next Meeting		
	<ul style="list-style-type: none"> October 13th November 17th 	
Meeting close		
		Time: 7.52pm

Woodcrest State Collage OSHC – P&C



Woodcrest State Collage OSHC – P&C
 38 Nev Street, Springfield. 4300.
 Telephone 5548 8315
 Mobile 0437 678 090
 Email oshc@wscpc.com.au

Report by; Pauline Mathieson

Position; OSHC Coordinator

Monthly Report; July & August 2020

General Meeting; 16th August 2020 @ 18.30pm

**Activities
Since Last
Report**

22/07/20- 14/08/20	21/07/20-14/08/20	2020
BSC	ASC	1093
503	590	
22/07/19- 14/08/19	22/07/19-14/08/19	2019
BSC	ASC	771
370	401	
% growth	% growth	Total % growth
38.65%	47.13%	41.76%

Attendances for OSHC have increased from last year showing a healthy growth. One family have left the service due to changing work conditions but want to stay casual. There have been 1 new family during this period. 3 enrolment queries regarding 2021. As expected enrolments have slowed down, maybe due to other childcare services resuming their normal hours of business. 4 confirmed vacation care bookings so far. Due to the recent COVID-19 incidents being, geographically so close to the community, a drop off and pick up service now exists, thus minimizing the risk for the community as a whole. Families have been so supportive and understanding during this difficult period. Engagement via Facebook and Kidsoft especially has increased with families. Over the next few weeks, a feedback survey will be sent out to families and this will help inform us towards our quality improvement plan. A promotional video for the OSHC by the children is nearly finished and this will be used to highlight the OSHC to prospective enrolments. Educators have been concentrating on action research projects such as the eco-system of trees in our environment, food production, nutrition surrounding food and dental care. The following community events this July and August period; Coles - Little Treehouse books, International Friendship Day, Red Nose Day and International Tree Day including visits to the school library have been intentionally promoted by educators.

Debt as at 14/08/20 = \$88.85



July/ August 2020 Canteen report

The canteens finished out July strongly with sales still up. The start of August has settled and we are now seeing consistent sales.

Since the last meeting, we now have two volunteers helping in the Primary canteen on a weekly base. This is a great help to our staff and has alleviated some of the pressure of getting the increased orders out.

Our Red Food days are all set to be held on the 3rd September (Track and field day) for Secondary and 9th September for the Primary.

The Secondary Red Food day will be ran from the canteen shed at the oval so the Secondary canteen will be closed on that day.

I am working hard to secure new suppliers. My goal is to offer great tasting, healthy products, at a good price but are also sourced either from our local area or from Australia.

Stock is still an ongoing problem. Most packaging is sold out. Suppliers are hoping to have more stock in the next two to three weeks. Some food and drink items are also hard to source. Unfortunately, this is going to be an ongoing problem so some items have had to be substituted until our regular products become available again. I am happy to report that the students and staff are understanding and supportive.

Daily Sales Senior July 2020

Date	Comment	Cash	EFT	Flexischools	Total	
13th July	First day term 3	\$ 327.90	\$ 378.10	\$ 15.00	\$ 721.00	
14th July		\$ 261.40	\$ 451.60	\$ 52.10	\$ 765.10	
15th July		\$ 236.60	\$ 573.80	\$ 16.50	\$ 826.90	
16th July		\$ 290.00	\$ 558.70	\$ 32.50	\$ 881.20	
17th July		\$ 500.20	\$ 627.00	\$ 102.50	\$ 1,229.70	
20th July		\$ 357.20	\$ 383.10	\$ 31.00	\$ 771.30	
21st July		\$ 411.70	\$ 479.70	\$ 32.80	\$ 924.20	
22nd July		\$ 289.60	\$ 570.40	\$ 16.50	\$ 876.50	
23rd July		\$ 357.50	\$ 495.40	\$ 39.00	\$ 891.90	
24th July		\$ 382.30	\$ 415.50	\$ 52.90	\$ 850.70	
27th July		\$ 365.10	\$ 454.40	\$ 42.50	\$ 862.00	
28th July		\$ 309.10	\$ 448.40	\$ 39.00	\$ 796.50	
29th July		\$ 291.70	\$ 495.20	\$ 60.80	\$ 847.70	
30th July		\$ 324.30	\$ 496.90	\$ 49.10	\$ 870.30	
31st July		\$ 337.00	\$ 511.90	\$ 51.10	\$ 900.00	
		Total 2020	\$ 5,041.60	\$ 7,340.10	\$ 633.30	\$ 13,015.00
		Total 2019				\$ 9,456.38

Daily Sales Primary July 2020

Date	Comment	Cash	EFT	Flexi schools	Total	
13th July	First day term 3	\$ 122.50	\$ 3.00	\$ 304.00	\$ 429.50	
14th July		\$ 84.60	\$ 78.00	\$ 314.50	\$ 477.10	
15th July		\$ 159.40	\$ 64.50	\$ 400.70	\$ 624.60	
16th July		\$ 141.50	\$ 12.50	\$ 378.00	\$ 532.00	
17th July		\$ 218.55	\$ 75.00	\$ 656.40	\$ 949.95	
20th July		\$ 163.95	\$ 31.00	\$ 351.70	\$ 546.65	
21st July		\$ 209.50	\$ 32.00	\$ 385.70	\$ 627.20	
22nd July		\$ 201.00	\$ 5.50	\$ 344.40	\$ 550.90	
23rd July		\$ 185.50	\$ 11.50	\$ 411.70	\$ 608.70	
24th July		\$ 283.50	\$ 51.50	\$ 634.00	\$ 969.00	
27th July		\$ 180.00	\$ 9.00	\$ 373.50	\$ 562.50	
28th July		\$ 160.50	\$ 12.00	\$ 404.40	\$ 576.90	
29th July		\$ 155.45	\$ 17.00	\$ 530.70	\$ 703.15	
30th July		\$ 196.60		\$ 470.50	\$ 667.10	
31st July		\$ 226.90	\$ 36.50	\$ 646.10		
		Total 2020	\$ 2,689.45	\$ 439.00	\$ 6,606.30	\$ 8,825.25
		Total 2019				\$ 4,859.50

17/08/2020

To whom it may concern,

I, Sarah Bishop, hereby resign from my position as treasurer of the Woodcrest State College P&C association. Effective Monday 17/08/2020.

Yours sincerely

Sarah Bishop

Account	Available	Current balance
Canteen (snr) 034-130 218425	\$30,335.93	\$30,335.93
Debit Card Account 034-130 218396	\$888.05	\$888.05
Fundraising Account 034-130 218409	\$206.70	\$206.70
Main P&C Account 034-130 218353	\$86.54	\$86.54
OSHC 034-130 218388	\$54,886.29	\$54,886.29
PAYG & Superannuation 034-130 218361	\$15,000.40	\$15,000.40
Tuckshop (jnr) 034-130 218417	\$112.63	\$112.63
Accounts total	\$101,516.54	\$101,516.54

Please note that while the accounts look high we have yet to pay wages, super and BAS.

Canteen application for fundraising

Fundraiser: A online raffle that can be throughout QLD and NSW (other states require permits) with the two prizes being a thermomix each.

Aim: to sell 700 tickets which would allow the canteen to purchase their own thermomix for the benefit of the P&C canteen.

Proposal: to run an online raffle, throughout all of QLD and NSW. We would be using 'rafflelink' and a QR code for this raffle. The raffle would run from September 1st to December 1st to allow use to have plenty of time to sell all 700 tickets.

If all tickets sold within a month we would draw the raffle early and potentially start it again to allow us to fundraise for another thermomix.

If we were unable to sell 700 tickets;

If we sold 250 we would give away one thermomix, and the canteen will have no profit

If we sold 500 we would give two away with no profit for the canteen

If we sold less than 200 tickets we can cancel the raffle and refund the amounts that people have paid minus the 5.5% that raffle link charge (\$11) and set up fees of \$39 + \$30.

Layout: We can purchase the thermomixers after each goal point of tickets are sold. Rafflelink charge \$39 set up fee and 5.5% of sales. Having a QR code made will cost \$30. If 700 tickets are sold, the expenditure will come to \$261 for the raffle (expenditure that the ticket sales did not cover) this expenditure would leave the P&C with an electrical item with the value of \$2270.

Involvement: The office liaison and the canteen coordinator will be running this event and we do not expect it to interfere with any other fundraising event happening within the school as this will be offered to the wider community rather than just Woodcrest. We will be asking for limited participation from the school community in the form of helping to spread the raffle advertisement.

Advertising: planned advertising includes the following but is not limited to;

- Social media platforms from all of NSW to QLD
- Letterbox drops within the community
- Community notice boards within the community
- Contacting sporting groups within the community and surrounds to advertise for us
- Asking the parents to become involved and to take an advertisement into their workplaces
- Adding the advertisement to all school newspapers and email communications
- If closer to the end date we did not have enough tickets we would look at selling tickets at shopping centres etc.

Expected results: After speaking with the owner of raffle link, thermomix raffles tend to do very well if the right advertisement has been done, she has mentioned that she would be very shocked if we needed the full three months to sell all 700 tickets. I would expect us to have sold all 700 tickets before the dead line, leaving the P&C with a new piece of equipment for the canteens.

Future: If this raffle is successful I would like to fund this raffle again next year closer to Mother's Day so we can have one thermomixer in each canteen

Potential fundraising dates for 2021

Month	Event	Sub School	Expected profits
January			
February			
March	Thermomixer/Bunnings raffle march-may (for mother's day)	Both schools and wider community	\$2500
April	Disco	Primary school	\$2000
May	Mother's day stall	Both Schools	\$700
June	5c Challenge – 2 weeks long event	Both Schools	\$1200
July	PJ Day	Primary school	\$500
August	Disco	Primary school	\$2000
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	\$?
December	Christmas stall	Both Schools	\$300

Total expected profit for 2021 (minus the book packet raffle as we have no previous data to draw from)
\$10,400.00 (plus book packet raffle)

<YOUR COMPANY> PROPOSAL FOR FUNDRAISING

Overview

<Your Company> is pleased to submit this proposal for services to support <Client's Company> in achieving their goals for improving student outcomes by providing support, training, mentoring, and recreational activities.

The Objective

The social and emotional support of students attending Woodcrest State College, to assist in their development into young adults is the focus of Chaplaincy. The aim is to assist in developing the potential of students regardless of age, gender, or academic or cultural background.

- Support in managing conduct and behavior
- Youth Mentoring

The Opportunity

The Chaplain has been provided with an opportunity to fundraise for the service through two external companies which will provide full support and administration of the fundraising activities.

- Homestyle Bake – Provider of a variety of baked products, including cakes, pies, quiches, and slices.
- Billy G's Gourmet Cookie Dough – Provider of tubs of cookie dough to take home and bake.

The Solution

The Chaplain proposes to advertise and promote the fundraisers through the Woodcrest State College Facebook page, College Newsletter, and through community supporters. The fundraiser can be initiated as soon as approval is received from the P&C, and orders can be made immediately, via the online ordering system.

Our Proposal

<Client's Company> service has provided support and wellbeing to students at Woodcrest State College for many years, and would like to continue this support, as well as seeking to expand that support to the primary school one day per week. As the college is a P-12 campus, NSCP (National School Chaplaincy Funding) is not separated into two funds. It is my understanding that when the program was introduced, the decision was made to provide support to the senior school.

The funds raised through these proposed events would be utilized in providing continued support to the senior school, as well as providing the opportunity for the Chaplain to support students in the primary school section of the college, in transitioning to senior school.

Rationale

The purpose of these fundraisers, is to support the other initiatives which are already in place and utilized by Scripture Union to raise funds for school Chaplains. These include, but are not limited to:

- NSCP Funding
- Annual Frontline Fundraising Dinner
- Community support through donations and church support
- Happy Week – fundraising opportunities provided by McDonalds and Coffee Club outlets

Execution Strategy

The proposed fundraising opportunities do not require any human resources to facilitate their operation, as the companies provide full support via their internet portals.

Delivery and storage of any products will be supplied by the Chaplain and their support network of local Churches. Discussions have been initiated with the canteen to also provide some storage for any late collections of goods.

Technical/Project Approach

The fundraiser will be organized by the school Chaplain to be conducted during term four, 2020. The school Chaplain will provide information to prospective clients through the provision of paper order forms, and brochures outlining the available products, as well as advising clients that orders are to be processed online. No cash or other forms of payment will be accepted through the Chaplain or school.

All products will be delivered to the school on a proposed date (to be negotiated with the P&C), for collection by students or parents. No deliveries of products will be made to locations outside of the school. Any uncollected items will be stored for collection the following day. Any uncollected items will be donated to local food banks for distribution to the community. All clients will be advised of the collection procedures, and if they are unable to ensure collection on the days specified, then they will be advised not to order.

Resources

No human resources will be required.

Storage of any uncollected items will be provided by the Canteen, as well as a refrigeration unit supplied by the Springfield Community Churches.

Promotional information and order forms will be available in limited stock for clients unable to order online.

Timeline for Execution

It is proposed that the days for delivery of the products will be Monday and Tuesday (12 & 13 October). The final day for orders to be received will be September 30. The products will be delivered as late as possible on Monday 12 October, to ensure the freshness of the products. Parents/ Guardians will need to collect the products that afternoon. Any uncollected products will be stored overnight for collection the following day. As stated previously, no products will be stored onsite after this time.

Expected Results

As per the information provided previously, it is expected that a profit of \$1.50 per item will be made. The final amount raised will be dependent on the time provided for the fundraiser, and the number and size of the orders received.

Conclusion

I am hopeful that the proposed fundraising initiatives meet the requirements of the P&C, and that I have provided sufficient information, so that an informed decision can be made. The funds raised from these proposed initiatives, is for the benefit of the students of Woodcrest State College, in ensuring that the Chaplaincy service is able to continue in its current number of days of service, as well as to be expanded into the primary school.

Thank you for your consideration,

Steven Palmer
Chaplain

Chaplaincy and student welfare worker services

Form 2: Workplan

Name: Steven Palmer

Date: 04/02/2020

Role: Chaplain School: Woodcrest State College

(to be completed prior to service commencement, or within the first month of the chaplain or student welfare worker commencing services at the school, and reviewed annually)

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

- Blue card number: 361152/6
Blue card expiry date: 20/07/2021
- [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers and visitors](#) completion date: 04/02/2020
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For chaplains funded by the National School Chaplaincy Program – [Cyberbullying Professional Learning Package](#) completion date: 18/09/2019

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time	07:30 am	07:30 am			
Finish time	03:30 pm	03:30 pm			

Work will be conducted from: Woodcrest State College

The following duties are part of the approved workplan: <i>(refer to Role of the chaplain or student welfare worker)</i>	
Social and/or emotional support	Community development
Provide pastoral care and personal support for students, staff and parents of the school community in cooperation with school's support staff. Provide pastoral care and support following critical incidents. Provide activities and programs that build a positive school environment and help foster self-esteem and build resilience among students. The following programs can be provided on a needs basis, to support students identified through staff feedback and data collection.	By the end of Sem 1: Build a database of support agencies, Churches and community groups who can provide a broad range of services to students and the wider school community. Build the profile of the Chaplaincy Service in the community and among supporters through newsletters, P&C reports, and speaking at local churches and other Chaplaincy events. Encourage Community Service and facilitate small groups eg. 40 Hour Famine, Meals on Wheels, Salvation Army Drive (listed on Calendar) Attend Ipswich Community Youth Support combined meeting at least once per term.

<p>Courageous</p> <p>Courageous is a program which assists young men to develop life skills, and understand their place in the world and how their interactions can effect the world and those around them. It provides opportunities for participants to change their thinking, outlook and behaviours, to become more engaged and passionate about making positive choices.</p> <p>Friends For Life</p> <p>Friends for Life is a social skills and resilience building program that has been recognised by the World Health Organisation as an effective means to prevent anxiety for children. It is proven to reduce anxiety and provide participants with the tools to rise to life’s challenges, and make the most of setbacks and adversity. Friends for Life also improves participants’ social and emotional skills, ability to focus, confidence, and the capacity to relax and regulate emotions.</p> <p>Seasons For Growth</p> <p>Supports young people to understand and respond to issues they experience as a result of death, separation, divorce or other significant changes in their lives. It helps young people develop skills for coping, problem solving and decision making. It also helps to restore confidence and self esteem, while teaching young people about the grief process.</p>	
<p>Spiritual support</p> <p>Provide support for students from all beliefs/faiths who access the Chaplaincy service.</p> <p>Connecting with churches in the local area to help support students who are already involved in local church groups and activities.</p> <p>Create a contact list of youth pastors that are in our local area.</p>	<p>Mentoring</p> <p>In conjunction with the Support coaches, support identified, disengaged students and set personal goals for the semester (check in with students once every five weeks for the year, set new goals at the beginning of Term 3) – 20 students in total. Contacts to be recorded on OneSchool via Success Coach and Steve Lennon.</p>

<p>Educational support</p> <p>Assist with classroom activities (under the direction of a teacher) to support the referred students who are at risk of disengagement, or who</p>	<p>Extra-curricular activities</p> <p>Attend school activities; for example: -ANZAC Day Ceremony</p>
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<p>may have other factors that affect their learning abilities.</p> <p>These may include:</p> <p>Reading support</p> <p>One on one tutoring or classroom support</p>	<p>-Remembrance Day Ceremony</p> <p>-School Arts nights</p> <p>-Awards Night</p> <p>-Camps (Year 9 (2019)</p> <p>Year 11/12 Leadership Camp (2019)</p>
<p>General work and administration</p>	<p>Other</p>
<p>Meet with other support staff for each week, to ascertain any student support needs.</p> <p>Engage students in formal and informal conversations for support</p> <p>Quarterly reporting</p> <p>Professional development.</p> <p>Meet with Support Staff and Deputy Principal on a weekly basis to discuss relevant issues and ongoing student support.</p>	<p>Organise Chappy week events with local Mc Donald's stores during Chappy Week (May 23-31) to increase visibility of the service and to raise funds.</p> <p>Seek opportunities to raise funds for the service through events such as:</p> <p>Fluro Friday Crazy Hair Day</p> <p>Attend Scripture Union In-service days as required.</p> <p>Attend SU QLD conference in Winter Holidays</p> <p>Attend and participate in community events and networking opportunities.</p> <p>Take opportunities to talk at community events about chaplaincy program.</p>

- I have read the [Chaplaincy and student welfare worker services policy statement and supporting documents](#), and all associated information, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
 - Chapter 5, s.76 and Chapter 19 s.426 of the [Education \(General Provisions\) Act 2006 \(Old\)](#)
 - Part 5 s.34 and Part 8 s.67 of the [Education \(General Provisions\) Regulation 2017 \(Old\)](#)
 - the relevant provisions of the [Public Records Act 2002](#) and the [Information Privacy Act 2009](#)
 - the [Code of conduct for the Queensland public service](#) and the [Standards of Practice](#)
 - the [Student Protection procedure](#).
- I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan
- I will follow the directives of the principal regarding service delivery
- I have executed a [Deed of Confidentiality, Privacy and Conflicts of Interest](#) and my employing Accredited Employing Authority (AEA) has provided a copy to the school.

Name:

Signature: _____ Date: / /

School principal:

Signature: _____ Date: / /

P&C representative:

Signature: _____ Date: / /

AEA representative:

Signature: _____ Date: / /

Make two copies

The chaplain/student welfare worker is to retain a copy, the AEA retains a copy for their records, and the school retains the original for audit purposes.

Workplan review date: / /

Gardening Club application for fundraising

Fundraiser: a bottle recycling fundraiser

Aim: to teach children about recycling, reduce waste within our community and to raise fund to help the gardening club purchase stock, supplies, a shed for equipment and the revitalization of the bush tuck garden.

Proposal: a small scale trial has been approved by Penny Couch some time ago, this would consist of a few teachers who have raised their hands to help collect the bottles. We would be using pre-existing bins to collect the bottles and would have a pallet sized lockable skip bin to store all bottles in until collection.

The bin: A company ran by the scouts deliver you a bin, roughly the size of a pallet, and very strong, to the location of our choosing (currently looking at using the old garbage bin slab at the front of the Ihub.) and once it is full they will take it away, count the bottles and containers and deposit the money into the P&C fundraising account. The Scouts will give us 9c back per bottle keeping 1c per bottle as payment for their services.

Involvement: this is be ran by the teachers involved with the gardening club with the assistance from the P&C office liaison. Children will be asked to put their containers into the appropriate bins for recycling.

Expected results: the gardening club would like to raise as much money as possible so they can purchase new plants, soil etc and to start saving for a shed to put all their gardening tools into. If nothing else they may have enough money for next year's planting and will have reduced the waste Woodcrest send to landfill.

Future: If the small scale recycling goes well the gardening club would like to bring it in for the whole school next year.

Once the gardening club has met all their goals and have come up with a yearly running budget this fundraiser maybe open to other Woodcrest groups for fundraising as well.

Please see the PowerPoint presentation that is attached to the email sent out with the agenda.