

# Woodcrest State College

## Parents and Citizen's Association

### GENERAL MEETING AGENDA

DETAILS		Tuesday 19 <sup>th</sup> May 2020 6.30pm	Recorded by: Jessica Huiskamp
Agenda Item	Details	Minutes	
<b>Open and Welcome</b>	<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>Present; <b>Pat Murphy, Sheree Skinner, Vicki Shaw, Krystal Kay, Brendan Barlow, Donna Howard, Jessica Huiskamp, Penny Couch, Rhonda Smith and Angela Luttrell</b></p>	<p><b>Meeting commences: 6:35 PM</b></p> <p><b>Apologies: Pauline Matheson, Katie Bishop</b></p>	
<b>Previous minutes acceptance</b>	<p><b>Motion:</b> that the previous minutes from March 17<sup>th</sup> 2020 are a true and accurate record of the previous minutes.</p>	<p><b>First:</b></p> <p><b>Seconded:</b></p> <p><b>Moved:</b></p> <p><b>ACTION 1:</b> Minutes from the previous to be sent out by Sheree and acceptance of minutes returned to Sheree</p>	
<b>Business Reports</b>			
<b>OSHC</b>	<ul style="list-style-type: none"> <li>• A overview of the business presented by Pauline Mathieson</li> <li>• Table open to questions</li> </ul>	<p>Pauline's report has been attached for review by committee members</p> <p>No questions</p>	
<b>Canteens</b>	<ul style="list-style-type: none"> <li>• A overview of the business presented by Vicki Shaw, Please see attached report</li> <li>• Table open to questions</li> </ul>	<p>No questions.</p>	
<b>Executive News</b>			
<b>Mail in</b>	NIL		
<b>Mail out</b>	Nil		
<b>Decisions made</b>	<ul style="list-style-type: none"> <li>• To apply for the job keeper payments for our eligible staff members</li> <li>• To approve a \$7000 budget for the outfitting of the new OSHC building</li> <li>• \$1400 donation to the school for a dishwasher and fridge for the community hub</li> </ul>	<p><b>First: Vicki</b></p> <p><b>Second: Penny</b></p> <p><b>Moved: 19/5/2020</b></p> <p>No questions on decisions made.</p>	


	<ul style="list-style-type: none"> <li>Approval to move ahead with the design of a new P&amp;C logo with additional intertwining logo's for the canteen and OSHC.</li> </ul>	
<b>Treasurers report</b>	<ul style="list-style-type: none"> <li>Amended Budget for 2020 – this is a living document and will be appropriately updated throughout the year to reflect income.</li> <li>A brief overview on the accounts by Sheree Skinner – As expected the business income has severely declined over the last two months, the jobkeeper scheme has given us some reprieve and has allowed us to keep the canteen open for the children over this time. The canteen is currently running at a small loss. With the jobkeeper payment the OSHC is able to break even, allowing us to move ahead with the out fitting of the new OSHC room. Bank balance currently stands at \$46,845.25. More detailed financial reports available upon request.</li> </ul>	<b>First: Krystal</b> <b>Second: Angela</b> <b>Moved: 19/5/2020</b>
<b>Subcommittee</b>		
<b>Previous events report</b>	<ul style="list-style-type: none"> <li>Mother's day stall – Sheree Skinner The P&amp;C approved the sub committee a budget of \$2500 this year. The subcommittee spent \$1680 on stock before covid-19 happened. Because of this we moved to an online only stall. We advertised through the school fb and team woodcrest, had emails sent out to all parents, staff and secondary students as well as printed flyers that were advertised around the campus and sent home with each primary school child who was attending school. We received some negative responses from people who did not know the stall was happening but those who did order thought it was a great idea to keep the event going. We received 70 orders and brought in \$1360 leaving us at a loss of \$320 and heaps of stock, however most the stock purchased did not have the word 'mum' on them so we believe we can sell these at future events.</li> <li>This year we purchased some earrings to sell from one of our very own students, these were hugely embraced and sold very well. When we went to pay the consignment invoice the student had decided to donate the stock we sold. A very generous donation of over \$150 of stock.</li> </ul>	
<b>Events for 2020</b>	<ul style="list-style-type: none"> <li>School banking has been temporally suspended until restrictions lift.</li> </ul>	PJ day First:Krystal

	<ul style="list-style-type: none"> <li>For approval PJ day – 17<sup>th</sup> July is national PJ day. We would ask the students to come dressed in the best pyjamas for a gold coin donation.</li> <li>For approval Father’s Day Stall on the 2<sup>nd</sup> September. (unfortunately the Friday before Father’s Day has conflicting events) For approval – Budget of \$1200</li> <li>Family photo day was booked in for September, due to safety concerns we have decided to move this date back to term 4. Date TBA.</li> <li>Future discussion When all restrictions lift and distancing goes back to normal we would still like to have a disco.</li> </ul>	<p>Second:Angela Moved: 19/5/2020 with the caveat that there will need to be guidelines about what can be worn.</p> <p>Father’s Day Stall First: Krystal Second:Angela Moved:19/5/2020 Budget: \$1200</p>
<b>Donations for 2020</b>	<ul style="list-style-type: none"> <li>Profits from school banking were donated to the school for new home readers for the Junior School. this donation came to \$950, allowing the school to purchase over 7 box packets of new home readers from scholastic. Well done to the ladies who head up the school banking every week.</li> </ul>	
<b>Next meetings</b>	<ul style="list-style-type: none"> <li>June 9th</li> </ul>	
<b>Business arising from previous minutes</b>		
	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Principals Reports</b>		
<b>Primary School</b>	<ul style="list-style-type: none"> <li>Report about the Primary School from Penny Couch</li> </ul>	<ul style="list-style-type: none"> <li>Success of goformative for online learning in T2</li> <li>BOYD has been successful- what does that look like into the future and what opportunities are there?</li> <li>Parent Teacher Interviews held via phone</li> <li>Kiss and Go - cameras to go ahead. Options to be discussed about when they will be operational to avoid parents getting fined as a result of current changed pick-up procedures.</li> <li>Changes to reports for T2 to reflect changed schooling arrangements during the first 5 weeks</li> </ul>

<b>Secondary School</b>	<ul style="list-style-type: none"> <li>Report about the Secondary School from Brendan Barlow</li> </ul>	<p>Staff have done a great job of bringing students back into F2F learning</p> <p>Parent Teacher Interviews - good uptake of the phone interviews</p> <p>Running assemblies as per normal on Thursday through virtual assemblies.</p> <p>Messages of gratitude have been a highlight - how can we grow that for school culture and wellbeing</p> <p>School captains working with Tammy - National simultaneous reading day</p> <p>Staffing</p> <ul style="list-style-type: none"> <li>One of the substantive dep principles taking leave. Well over 20 applicants for the position</li> <li>New head of dept of maths</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>Tomorrow letter sent home to parents (7-10)</li> <li>Also a letter to students reinforcing what to expect on return</li> </ul>
<b>Whole Campus</b>	<ul style="list-style-type: none"> <li>Report about the overall campus from Pat Murphy</li> </ul>	<p>Wants to recognise the families who were able to keep their children home, school leaders for their hard work and the community for the way they have accepted the changes.</p> <p>Rhonda has done a budget. If people are struggling around SRS go see the finance team. Aware of financial situations of some families at this time.</p> <p>Staff and students will be told to stay home if they are unwell.</p>
<b>New Business</b>		
	<ul style="list-style-type: none"> <li></li> </ul>	<p>Look at ongoing costs for Zoom meetings for the P&amp;C - they are currently free for schools but this free period may end.</p>
<b>Membership applications</b>		
<b>New Memberships</b>	<ul style="list-style-type: none"> <li>Acceptance of all new membership applications</li> </ul>	<p><b>Two new memberships</b> Steve and Vicki</p> <p><b>First: Angela</b> <b>Second: Donna</b></p>

		Moved:19/5/2020
<b>Next Meeting</b>		
	<ul style="list-style-type: none"> <li>• June 16<sup>th</sup></li> <li>• July 21<sup>st</sup></li> <li>• August 18<sup>th</sup></li> <li>• October 13<sup>th</sup></li> <li>• November 17<sup>th</sup></li> </ul>	
<b>Meeting close</b>		
		Time:7:33 PM

## Woodcrest State Collage OSHC – P&C

 <p><b>WOODCREST COLLEGE</b> P&amp;C ASSOCIATION Outside School Hours Care</p>	<p>Woodcrest State Collage OSHC – P&amp;C 38 Nev Street, Springfield. 4300 Telephone 5548 8315 Mobile 0437 678 090 Email oshc@wscpc.com.au</p>	
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**Report by; Pauline Mathieson**

**Position; OSHC Coordinator**

**General Meeting; May 2020**

<b>Activities Since Last Report</b>	<b>Attendance March, April &amp; May - 2020</b>		
	<p>March BSC; 456 ASC; 505 VAC; 0</p>	<p>April BSC; 91 ASC; 101 VAC; 0</p>	<p>May – up to 18/05/20 BSC; 182 ASC; 158 VAC; 0</p>
	<p>Numbers of attendance were clearly effected by the COVID -19 outbreak. We are slowly increasing our numbers and we will have a more accurate recovery figure by the end of May potentially. The free childcare subsidy helped a little. 4 families increased their attendance since the subsidy was introduced. 3 new enrolments over the 3 months.</p> <p>Although we closed for the Easter Vacation Care we have had interest for the June/July program. I have sent out a matter of interest to families regarding ideas for the program. The program will be completed for approval by the 29<sup>th</sup> May 2020.</p> <p>The staff have seen one staff member leave due to family commitments and we have retained all other staff despite changes in rostering to accommodate the job keeper's allowance.</p> <p>Programming and activities has seen the children move further into nature play.</p>		

Particularly getting to know who works around the school community has been of interest to some of the children. The move into the new building is of great excitement to the children and they have been helping educators plan and move. Of course lots of discussion on the COVID-19 situation and how it's effecting their family.

The old building has been vacated as of the 14/05/20. The new building is shaping up nicely. Most items have been purchased. Looking at the date 25<sup>th</sup> May 2020 to move into the new building.

New Procedures  
Overcrowding and Toileting for Ratification

Uniform and Name Badge Request

**Debt as at 18/05/20 - Zero**



#### **Canteen report term 1, 2020**

Both canteens hit the start of term one running. The first few weeks were stressful but all staff quickly fell onto a routine that was working well.

When the new menu was started there were a few concerns raised by students, parents, teachers and staff. These concerns were because popular items were removed however, once everyone started to know the new menu they embraced it.

When comparing the sales from February 2019 to February 2020, for both canteens there was an increase in takings. The Red Food Day that was held on the 14<sup>th</sup> February was a great success. We are now in the planning for the Red Food Days for the last 3 terms.

The first 2 or 3 weeks of March we were heading in the same direction as February and were well on our way to again increase our monthly sales compared to 2019. Unfortunately due to student numbers falling and the last week being declared student free days this didn't happen.

Our in-house meals were a great success. We had a total of 682 in-house prepared dishes sold in just the primary canteen. To make this happen the staff worked hard to make sure all meals were available.

As well as the above in-house items, we also added healthy choice snacks. ANZAC Biscuits, Coconut Choc Brownie, Apple tea cake muffins and Choc balls. These are also proving to be a popular choice.

Now we know what is popular and what isn't the menu can be updated to try new items.

At the end of term 1 we introduced a Woodcrest Staff menu. As this was released a week or two before the COVID-19 situation, so this menu started slow but over the last week staff have ordered more items than the whole of last term.

The primary canteen was very lucky in term 1 with 2 regular volunteers helping out during the week. The senior canteen had one regular volunteer. We are hoping that once school life gets back to our new normal these volunteers will return.

#### **Plans for term 2**

At the end of term 1 and during the holidays secondary menu and staff menus were added to Flexischools. We've since had over 165 secondary students and over 30 staff register for Flexischools.

It is anticipated that once students return to face to face learning and see others collecting their orders without the wait more will opt to use this service.

The winter menu has now been released ready for students return to school. This will be a few new tasty meals to help ward off the winter cold.

To take the hassle out of evening meals we now offer our pre-made meals as take home. Meals are ordered on Flexischools and picked up from the Secondary Canteen from 2.45pm-3.15pm or at the OSHC (for those who have children there). These would go home frozen with instructions on reheating and safe food practices. Currently the selection on offer is only the homemade meal options on the menu's but we hope to improve this in the near future.

Red Food Day for term 2 is in the planning stages. The date for Primary has been set as the 29<sup>th</sup> May as a 'Welcome back'. Meal deals and packs are currently being worked out.

Over the last week we have been working on how we can package our in-house cooked items to make them look more appealing. All our in-house cooked snack items are now sealed in a see-through bag with a printed label. These look amazing and very professional. The great news is, is that it will not cost anymore for this packaging.

Looking forward we hope to pick up the momentum that we had established in term 1 and continue to make improvements to our menu's so we can offer the staff and children of Woodcrest the best tasting options available.

## Woodcrest State College P&C Association 2020 Budget

Income	2017		2018		2019		2020	
OSHC	\$	-	\$	87,817.43	\$	231,166.99	\$	250,000.00
Canteens	\$	-	\$	83,291.96	\$	239,000.12	\$	235,000.00
Fundraising	\$	22,359.83	\$	13,253.75	\$	7,549.90	\$	7,000.00
Interest	\$	-	\$	11.85	\$	47.07	\$	50.00
Grants	\$	35,000.00						
<b>Totals</b>	<b>\$</b>	<b>22,359.83</b>	<b>\$</b>	<b>184,374.99</b>	<b>\$</b>	<b>477,764.08</b>	<b>\$</b>	<b>492,050.00</b>

Expenditure	Totals	OSHC	Canteens	Fundraising	Interest	Grants
Art and craft Supplies	\$ 1,500.00	\$ 1,500.00				
Advertising and Promotion	\$ 2,000.00	\$ 2,000.00				
Accounting/Bookkeeping	\$ 4,000.00	\$ 4,000.00				
Audit	\$ 5,500.00	\$ 5,500.00				
Bank charges and merchant fee's	\$ 2,950.00	\$ 450.00	\$ 2,500.00			
Bad debt	\$ 3,000.00	\$ 3,000.00				
Christmas Stall Expenses	\$ 800.00			\$ 800.00		
Cleaning	\$ 200.00		\$ 200.00			
Computer Equipment/Repairs	\$ 1,000.00	\$ 1,000.00				
Disco fundraiser expenses	\$ 1,600.00			\$ 1,600.00		
Donations to school	\$ 1,750.00		\$ 800.00	\$ 950.00		
Depreciation	\$ -					
Excursions	\$ 10,000.00	\$ 10,000.00				
Father's Day Stall Expenses	\$ 1,200.00			\$ 1,200.00		
Fundraising Expenses Misc.	\$ -					
General expenses	\$ -					
Groceries	\$ 15,000.00	\$ 15,000.00				
Insurance	\$ -					
Internet and Phone	\$ 1,500.00	\$ 1,500.00				
Licencing, Registration	\$ 4,500.00	\$ 4,000.00	\$ 500.00			
Meeting Expenses	\$ -					
Medical Expenses	\$ 300.00	\$ 200.00	\$ 100.00			
Mother's Day Stall expenses	\$ 1,700.00			\$ 1,700.00		
Office Expenses	\$ -					
Printing and stationary	\$ 1,900.00	\$ 1,500.00	\$ 400.00			
Postage	\$ 50.00	\$ 50.00				
Purchases misc.	\$ -					
Recruitment Expenses	\$ 600.00	\$ 600.00				
Repairs and Maintance	\$ 300.00		\$ 300.00			
Replacement Equipment	\$ 2,200.00	\$ 2,000.00	\$ 200.00			
Staff Amenities	\$ 300.00	\$ 300.00				
Staff Training	\$ 800.00	\$ 800.00				
Stock Purchases	\$ 120,000.00		\$ 120,000.00			
Subscriptions	\$ 8,000.00	\$ 8,000.00				
Superannuation	\$ 19,000.00	\$ 11,875.00	\$ 9,500.00			
Toy and Equipment	\$ 5,000.00	\$ 5,000.00				
Travel Expenses	\$ 200.00	\$ 200.00				
Uniforms	\$ -					
Wages	\$ 220,000.00	\$ 130,000.00	\$ 90,000.00			
Workcover	\$ -					
<b>Total Expenses</b>	<b>\$ 436,850.00</b>	<b>\$ 208,475.00</b>	<b>\$ 224,500.00</b>	<b>\$ 6,250.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Projected Income</b>	<b>\$ 492,050.00</b>	<b>\$ 250,000.00</b>	<b>\$ 235,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 50.00</b>	<b>\$ -</b>
<b>Total Projected Profit</b>	<b>\$ 55,200.00</b>	<b>\$ 41,525.00</b>	<b>\$ 10,500.00</b>	<b>\$ 750.00</b>	<b>\$ 50.00</b>	<b>\$ -</b>