



Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA

DETAILS	Tuesday 21 st July 2020 6.30pm	Recorded by: Jessica Huiskamp
Agenda Item	Details	Minutes
Open and Welcome	Welcome prospective members Meeting procedures; Please keep your microphone on mute unless speaking to minimize background noise. Please raise your hand to let everybody know you would like to speak.	Meeting commences: 6:34 pm Apologies: Donna Howard, Katie Bishop, Tanya Jones, Alfio Balsamo Present: Penny Couch, Sheree Skinner, Krystal Kay, Vicki Shaw, Scott Fields, Angela Luttrell, Jess Huiskamp, Brendan Barlow, Steve Palmer, Rhonda Smith
Previous minutes acceptance	Motion: that the previous minutes from June 16 th 2020 are a true and accurate record of the previous minutes.	First: Seconded: Moved: Sheree has received advice that an email signature will be accepted for the signing of the minutes. Minutes will be sent to Krystal and Angela for review and sign off. Vicki suggested a software for consideration that can be used to record meeting minutes as well as track progress of action items, and be updated by the person assigned to each action item.
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>Apologies from Pauline who was unable to deliver the report at this meeting. Report is attached.</p> <p>Key points:</p> <p>With the move from the non-paying period to the paying period, we have seen 40% growth.</p>

		<p>Unlike many local OSHC services, the OSHC stayed open with no caps on numbers over the school holiday period which resulted in a number of new enrolments to the service.</p> <p>No questions from the committee.</p>
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 presented an overview of the business.</p> <p>Key points:</p> <p>Both junior and senior canteens are running profitably.</p> <p>Biggest issue faced at the moment is ensuring there are enough supplies of containers.</p> <p>No questions from the committee</p>
Executive News		
Mail in	NIL	
Mail out	Nil	
Decisions made	<ul style="list-style-type: none"> • 	<p>First:</p> <p>Second:</p> <p>Moved:</p>
Treasurer's report	<ul style="list-style-type: none"> • A brief overview on the accounts by Sheree Skinner – The bank accounts are, as you would expect, running below our minimum running costs. We were having an upward turn however with the end of the quarter brings BAS and super payments which has diminished the accounts. Over the vacation care we also lost money through extra staff and food needed for the amount of children who were in attendance. We did not cap any children as the other center's in the area had either closed or capped their center's and we picked up a number of new children, some of which have chosen to stay with Woodcrest OSHC. Please find an up to date screen shot of the bank accounts current totals. 	<p>Sheree presented an overview of the accounts.</p> <p>The OSHC will not be updating its fee structure as planned due to government restrictions amid the current COVID pandemic. It is anticipated this can be updated at the end of September 2020.</p> <p>Krystal brought to the attention of the committee that the Government announced the extension of the JobKeeper payment today. Sheree will investigate the impacts of this to the staff and businesses involved.</p>

	More detailed financial reports available upon request.	
Subcommittee		
Previous events report	<ul style="list-style-type: none"> The PJ day in the junior school raised \$680 which has put us in the position to meet our approved donation of \$3000 requested from Penny for the New loose parts primary shed. 	Angela asked whether we can run a pyjama day fundraiser each year. This was supported by Penny.
Events for 2020	<ul style="list-style-type: none"> School banking has started again last Thursday was their first day. Future dates; 2nd September Father's Day Stall Product has been received, hoping to get it on flexischool in the first week of August. We will be having an online sale again this year. I would like to look at the possibility of having a stall in school times for each year level as well Family photo day 10th October This year we will only be having the one day option which is approx. 25 spots as it became difficult last year to fill both days. This year it will be held in the Community hub. Primary Disco TBA – motion to cancel the disco plans for 2020. I do not think there will be enough time to organise it this year. Raffle of book packets for next year End of year raffle We have been approved for this at the beginning of the year, now as the end of year is approaching we will start organising it. Our prizes would be a year level book packet. We would have 13 separate raffles (one for each year) we are hoping to get the book packets donated by either the local newsagent, office works or the school supplier office max (now called wink). Tickets would be \$5 and drawn before the end of the school year. Is there anyone who can help Angela call these above suppliers to ask if they would be interested in the donation as well as the free advertising? 	<p>Father's day stall in school time stall:</p> <p>ACTION #1: Father's day stall to operate cash sales on the day during school - Scott to consider and advise.</p> <p>Primary disco motion: To cancel plans for the school disco.</p> <p>First: Vicki Second: Angela Moved: that the primary disco will not go ahead.</p> <p>Raffle help: Rhonda suggested that we consider Wink to leverage the existing relationship we have with them. This may be an incentive for Wink to maintain business with the school.</p> <p>ACTION #2: Rhonda will contact Wink area manager to discuss this opportunity.</p>
Donations for 2020	<ul style="list-style-type: none"> 	
Fundraising ideas	<ul style="list-style-type: none"> For the Canteen; We would like to raffle off a Thermomix. We would have to buy one thermomix to 	Canteen fundraiser: Sheree gave the committee an overview of the proposal.

	<p>raffle off (or two) and we would sell a capped number of tickets to the school and public. The goal of this raffle would be to sell enough tickets that would cover the prize thermomix and the purchase of a thermomix for the canteen. I am still looking into if we can advertise and sell tickets before purchasing the prizes, and If the raffle ticket sites allow refunds if we do not sell the needed amount of tickets.</p> <p>Tickets would be \$10 each. We would need to sell 500 tickets for one prize or 700 tickets for 2 prizes. Raffle would be started as soon as possible and for a set number of months to give us time to sell the tickets.</p>	<p>The possibility of \$20 tickets has been user tested on Facebook and it seems that people are unlikely to want to pay this amount for a ticket.</p> <p>Tabled for discussion at the next meeting.</p>
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Business arising from previous minutes

	<ul style="list-style-type: none"> Meeting minutes Eft machine was ordered and delivered, we were able to consolidate all three EFT machines into the one contract saving us almost \$50 a month in fees. 	<p>Meeting minutes: These will be actioned as soon as possible now that we have the go ahead to provide digital approval of meeting minutes.</p>
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Principals Reports

Primary School	<ul style="list-style-type: none"> Report about the Primary School from Penny Couch 	<p>Scott gave an overview of the Primary report. Please refer to the report for full details.</p> <p>Year 6 camp to go ahead. It is expected we will reach the minimum numbers required. The camp facility has a COVID safe plan in place.</p>
Secondary School	<ul style="list-style-type: none"> Report about the Secondary School from Brendan Barlow 	<p>Brendan gave an overview of the secondary school report. Please see report for full details.</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus from Pat Murphy 	<p>Penny presented the report on behalf of Pat who is currently on leave.</p> <p>Please refer to the report for full details. Key points:</p> <p>Review of the Code of Conduct for 2021</p> <p>Pedagogical framework</p> <ul style="list-style-type: none"> professional development for staff what that looks like in the classroom <p>BYOD</p> <ul style="list-style-type: none"> significant growth to 72%

		<ul style="list-style-type: none"> • Aim to achieve 100% in secondary school <p>Current building/maintenance work underway</p> <ul style="list-style-type: none"> • Stage 2 of the early years precinct development has been put on hold due to state budget funding <p>Facilities for hire - no external providers will be able to hire facilities at this time due to COVID19. This will be reviewed in wk6, T4.</p> <p>Pre-prep classes have started</p> <p>School enrolments enquires for 2021 are currently down - expected impact of COVID</p> <p>Sport</p> <ul style="list-style-type: none"> - Primary gala days not going ahead - Samsung netball cup will go ahead (in Ipswich this year) - Swimming can be offered in T3/T4 - Families who missed out on lessons in T1/T2 will be credited. <p>Book week parade - considering how this will go ahead with current restrictions.</p> <p>Rhonda asked about accepting cash payments:</p> <ul style="list-style-type: none"> • Letters requesting payment are being reviewed and changed • Process of educating and encouraging other methods of payment • Sheree advised that it is not viable for the primary canteen to not accept cash but hand sanitizer and gloves are used. • Vicki advised that EFT and online ordering has reduced the amount of cash handled in the canteen.
New Business		
	<ul style="list-style-type: none"> • Steven Palmer would like to submit a proposal for approval regarding running a fundraising event for the benefit of his Chaplaincy service. He would like to do a 	<p>Chaplaincy work plan:</p> <p>Steve and Brendan gave an overview of the work that Steve currently undertakes with the students</p>

whole school fundraising event through Homestyle bake.

- Steve Palmer has asked the School and the P&C to approve his Chaplaincy work plan. Please find attached.

The work plan has been provided to the committee for review. A work plan must be reviewed and signed off by the committee.

The exec committee has requested further time to read and understand both the role in approving this work plan and the work undertaken by Steve before signing.

Request for P&C funding:

Steve has requested a donation from the P&C of \$500 to run a program to support disengaged students at lunch times. The funds would go towards lunchtime activities for these students (e.g. BBQ, morning tea, guest speakers) So far supervised and planned activities for this student cohort has been working well.

The exec committee must consider the implications of spending P&C money on a select group of students. The committee will also consider the value of spending money on 'single use' activities (BBQ, guest speakers) rather than long term items (such as equipment that can be used again by the whole school).

The committee has asked for this to be tabled until the next meeting and more information to be provided to make a decision.

ACTION#3 Steve to provide a more detailed plan for this spending including the number of students involved, and how money will be spent.

Fundraiser:

Steve has sought permission to run a fundraiser. This will be at a time that does not clash with P&C fundraising events.

Sheree asked where the bake sale items will be stored. Steve has access to fridges/freezers through his chaplaincy connections and advised Vicki may have some room in the canteen.

Comment - the committee requests that the fundraiser be clearly denoted as a fundraiser for the Chaplaincy service and not a P&C fundraiser.

		ACTION #4 Steve to pick a date for the fundraiser
Membership applications		
New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	First: Second: Moved:
Next Meeting		
	<ul style="list-style-type: none"> August 18th October 13th November 17th 	No new memberships
Meeting close		
		Time: 7:57 pm

OSHC Report


OSHC - Spring Program.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 180520 (3) (1) (1) (...) OSHC - Spring Pro... x











100%

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Spring Vacation Care – September 2020

All enrolments and bookings returned by 14th September 2020 to secure your place. All vacation care fees to be paid before first attendance day. Extra charges for the Incursions and Excursions are displayed. Please remember any child attending must bring a hat, water bottle and wear enclosed shoes

Monday 21/09/2020 Excursion	Tuesday 22/09/2020	Wednesday 23/09/2020	Thursday 24/09/2020	Friday 25/09/2020 Excursion
Lawn Bowls - Goodna  Come test your skills and have a training session with the professionals... N.B Enclosed Shoes, Water Bottle and Hat Extra - \$25.00	Star Wars Day  "May the Force be with You" at Woodcrest OSHC Come dressed up as your favourite character. We wonder who you will be? N.B All children must bring a helmet and wear enclosed shoes Extra - \$20.00	Mud & Sand Day  How messy can you get? Sandcastle competition (bring your bucket and spade)... N.B All children to bring a change of clothes, enclosed shoes that can be made dirty and a spare towel and we are ready to go.... Extra - \$5.00	Loose Parts - Ingenious Inventions  Over the years, kids have come up with some pretty cool inventions – by using loose parts – What will the Woodcrest children create Extra - \$5.00	Lone Pine Excursion  Kangaroos, Koalas, Snakes.... Oh my N.B Enclosed Shoes, Water Bottle and Hat Extra - \$25.00
Monday 28/09/20 Excursion	Tuesday 29/09/20 Incursion	Wednesday 30/09/20	Thursday 01/10/20 Incursion	Friday 02/10/20 Incursion
Ipswich Golf Club  Do we have the next David Graham or Jack Nicholson at Woodcrest OSHC? N.B Enclosed Shoes, Water Bottle and Hat Extra - \$25.00	Bike, Scooter & Go Karts  The benefits of riding a bike, scooter and go kart are endless. Come join us... N.B All children must bring a helmet and wear enclosed shoes Extra - \$20.00	Astronomy Day  Astronomy compels the soul to look upward and leads us from one world to another - Plato Extra - \$5.00	Ninja Warrior Day  Are you the next Woodcrest Ninja Warrior? We challenge you... Extra - \$5.00	Let's Party  What better way of spending the day with friend's, good food and the biggest jumping castle... Extra \$5.00

Pick up your enrolment/booking form at Woodcrest State College OSHC or email oshc@wspc.com.au
Please do not hesitate in contacting Pauline if you have any queries; 0437 678 090

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Woodcrest State Collage OSHC – P&C



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Report by; Pauline Mathieson

Position; OSHC Coordinator

Monthly Report; June & July 2020

General Meeting; 21st July 2020 @ 18.30pm

Activities Since Last Report

06/06/20-28/06/20 BSC & ASC 921 Free Childcare Period	08/06/19-28/06/19 BSC & ASC 646 Free Childcare Period	29/06/20-12/07/20 VAC 318 Free Childcare Period	29/06/19-12/07/19 VAC 147 % Growth = 116% Free Childcare Period
13/07/20-21/07/20 BSC & ASC 432 Fee paying period	13/07/19-21/07/19 BSC & ASC 240 Fee paying period	2020 1353	2019 886 % Growth = 52%

Attendances have increased overall and the first week of the term have shown a healthy growth, even after fees for families have started back up again. The % growth has been broken down above. Since the fees have returned 3 families have not continued placing their children with us, but were quite open in explaining that they used us for the free childcare. 1 family left due to moving from the area for work commitments. There have been 6 new family enrolments and casual bookings have increased slightly, as other childcare services in our cohort are only offering care for permanent bookings. We have arranged that advertising flyers be distributed to market this potential growth area for the service. We are delighted to announce that in November we will be showcasing the service with Nature Care. This is a great opportunity for positive marketing. This had previously been scheduled for earlier this year but was postponed due to the COVID-19 restrictions. The Vacation care program was a success seeing our numbers increase. Realistically this may be due to the free childcare and other services restrictions. We will have to wait and see for our September attendances for a more stable financial stance. Wonderful feedback from families and children on how much they enjoyed our program. We have completed the September program and will be advertising within the coming weeks. The program was a collation of all stakeholders' ideas and current interests. Please find attached for your information. Please note all excursions are outside events and minibuses will be used, as we are still being vigilant with the infectious diseases in the community. As community restrictions ease families have started to donate many items for the children to use in their play. We would like to thank everyone for your support. Lids for Kids still has restrictions but please keep donating. The children from the OSHC have invited the children's school council to join them in collecting too. We have employed two new staff to combat with the growth. Training for staff is currently underway for child protection, food safety and fire training. Currently staff are helping the children with producing an induction video for the new children. Auditing our menus and updating online with Nutrition Australia standards. Up and coming community calendar events such as Science Week and Father's Day. As a service, we have been concentrating on intentional activities, which is nurture autonomy. Conversations surrounding places that the children have visited as families start to travel further afield and the new community loose tool shed. The room is starting to become unique with the children's artwork and projects being displayed around the room.

Debt as at 17/07/2020 = \$30.87

Canteen Report

Canteen Report June/July 2020

The Primary canteen has been steady and doing better than sales compared to this time last year since all students returned after their 5 week learning at home. This term's sales are again looking promising to beat sales from last year.

Unfortunately, the senior canteen didn't pick up as much as I would have liked at the end of term 2, however the first week back in term 3 has seen our sales back to where they were in February before COVID hit. We have had to increase our hot/ pre-made food by around 10/20% to cater for the increase in sales.

As the Senior canteen missed out on their Red Food Day last term we have had approval to hold 2 this term. One on the 17th July and the other on the 3rd September. Students always look forward to these days.

Daily Sales Senior June 2020					
Date	Comment	Cash	EFT	Flexischools	Total
1st June		\$ 294.00	\$ 219.10	\$ 43.30	\$ 556.40
2nd June		\$ 257.20	\$ 335.40	\$ 9.50	\$ 602.10
3rd June		\$ 333.30	\$ 376.40	\$ 20.80	\$ 730.50
4th June		\$ 272.40	\$ 402.40	\$ 9.00	\$ 683.80
5th June		\$ 265.90	\$ 422.70	\$ 60.30	\$ 748.90
8th June		\$ 203.60	\$ 283.00	\$ 49.00	\$ 535.60
9th June		\$ 251.90	\$ 317.60		\$ 569.50
10th June		\$ 262.60	\$ 373.00	\$ 28.60	\$ 664.20
11th June		\$ 249.95	\$ 443.80	\$ 50.00	\$ 743.75
12th June		\$ 270.55	\$ 426.60	\$ 41.00	\$ 738.15
15th June		\$ 220.90	\$ 339.10	\$ 56.50	\$ 616.50
16th June		\$ 200.50	\$ 401.60	\$ 29.10	\$ 631.20
17th June		\$ 191.30	\$ 390.40	\$ 36.00	\$ 617.70
18th June		\$ 235.30	\$ 484.20	\$ 29.50	\$ 749.00
19th June		\$ 206.30	\$ 420.20	\$ 50.50	\$ 677.00
22nd June		\$ 296.70	\$ 281.70	\$ 23.00	\$ 601.40
23rd June		\$ 265.80	\$ 262.30	\$ 10.80	\$ 538.90
24th June		\$ 217.90	\$ 380.50	\$ 74.80	\$ 673.20
25th June		\$ 234.20	\$ 313.90	\$ 8.00	\$ 556.10
26th June		\$ 175.40	\$ 272.80	\$ 41.50	\$ 489.70
June total		\$ 4,905.70	\$ 7,146.70	\$ 671.20	\$ 12,723.60

Daily Sales Primary June 2020					
Date	Comment	Cash	EFT	Flexi schools	Total
1st June		\$ 198.30		\$ 201.20	\$ 399.50
2nd June		\$ 110.80	\$ 13.50	\$ 240.50	\$ 364.80
3rd June		\$ 181.40	\$ 13.00	\$ 254.00	\$ 448.40
4th June		\$ 171.50	\$ 14.00	\$ 280.00	\$ 465.50
5th June		\$ 167.50	\$ 44.50	\$ 490.70	\$ 702.70
8th June		\$ 114.00	\$ 55.00	\$ 252.00	\$ 421.00
9th June		\$ 50.80	\$ 21.50	\$ 324.70	\$ 397.00
10th June		\$ 146.00		\$ 246.80	\$ 392.80
11th June		\$ 143.00	\$ 6.00	\$ 318.00	\$ 467.00
12th June		\$ 145.00	\$ 15.50	\$ 482.20	\$ 642.70
15th June		\$ 137.50	\$ 17.00	\$ 251.76	\$ 406.26
16th June		\$ 122.00		\$ 259.00	\$ 381.00
17th June		\$ 121.00	\$ 2.50	\$ 334.90	\$ 458.40
18th June		\$ 99.90	\$ 39.50	\$ 329.40	\$ 468.80
19th June		\$ 131.40	\$ 35.00	\$ 565.10	\$ 731.50
22nd June		\$ 166.50	\$ 9.00	\$ 176.00	\$ 351.50
23rd June		\$ 123.85	\$ 11.00	\$ 319.70	\$ 454.55
24th June		\$ 141.20	\$ 8.00	\$ 360.00	\$ 509.20
25th June		\$ 167.70	\$ 3.00	\$ 421.20	\$ 591.90
26th June		\$ 216.40	\$ 40.50	\$ 492.40	\$ 749.30
June total		\$ 2,855.75	\$ 348.50	\$ 6,599.36	\$ 9,803.61

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
		\$ 726.55	\$ 233.00	\$ 2,053.60	\$	3,013.15

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	
		\$ 1,616.10	\$ 2,589.20	\$ 218.60	\$ 4,423.90	

Finance Report

Please keep in mind that wages and BAS have yet to be paid from this total.

Your accounts			Transfer funds	Make a payment
Great business banking offers all in one place now in the Business Offers Hub.			Find out more	
Account	Available	Current balance		
Cartlees (gst)	\$18,501.20	\$18,501.20		
034-130-216425				
Debit Card Account	\$764.58	\$764.58		
034-130-216396				
Fundraising Account	\$3,206.46	\$3,206.46		
034-130-216408				
Main P&C Account	\$8.54	\$8.54		
034-130-216203				
OSHC	\$30,938.94	\$30,938.94		
034-130-216288				
PAYG & Superannuation	\$15,000.08	\$15,000.08		
034-130-216261				
Tuckshop (gst)	\$500.00	\$500.00		
034-130-216417				
Accounts total	\$68,919.80	\$68,919.80		
Upcoming payments			Great offers for your business	
There are no payments to display			Did you know? You can now find all your listed business banking offers in	
			Payment approvals	
			No payments awaiting approval	

We have reached our goal!

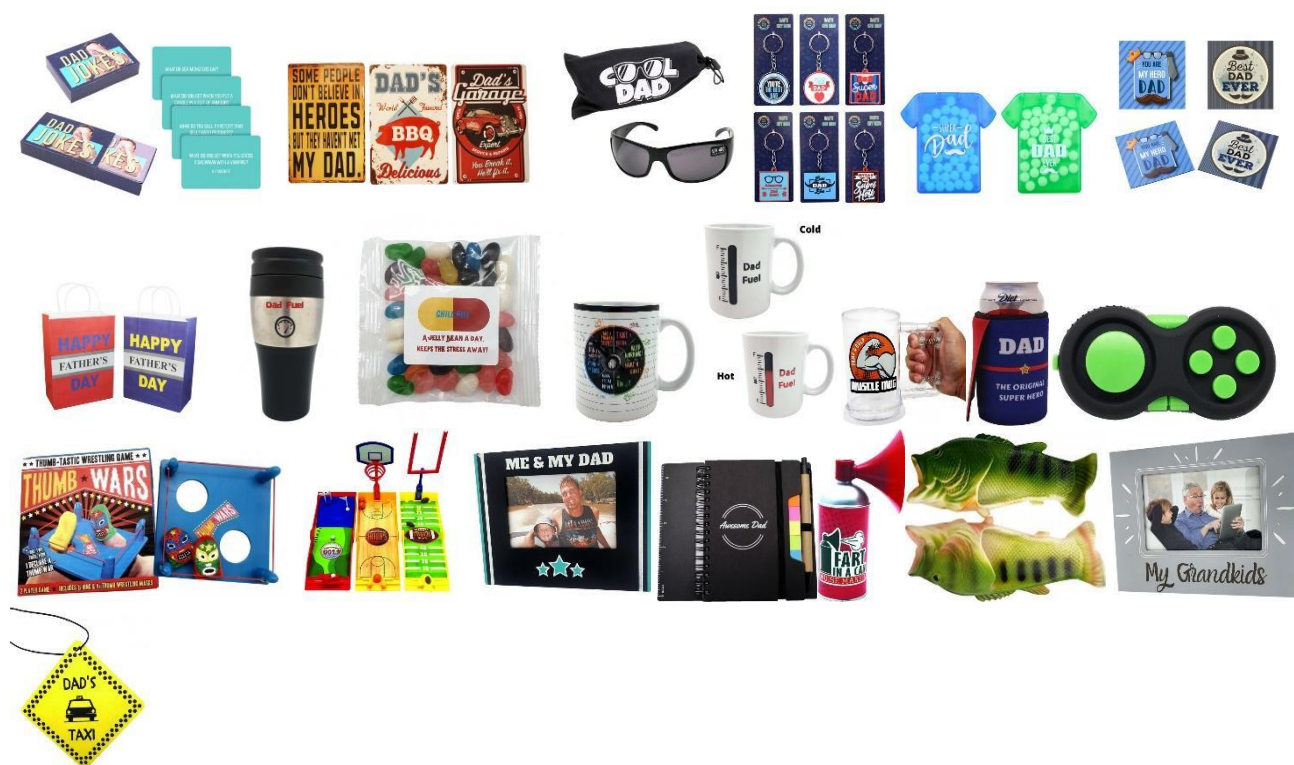
Thank you to all that have participated in past fundraising events! We have reached our goal of \$3000 to donate to the school for the new loose pasts lunchtime equipment shed!

Thank you to the teachers and the kids that have gotten involved and the parents that have supported us!



Fathers Day

Please note that some items are not yet photographed



Fundraising with Thermomix





New business



Fundraise with us!!

Seven simple steps to a successful Fundraiser

Once your Fundraising Committee has been established and you have selected your Fundraising Coordinator follow these simple steps to ensure your Homestyle Fundraiser is as successful as you would like it to be.

1. Book your delivery date.

Contact Homestyle on (07) 4687 5000 / info@homestylebake.com.au to book your delivery date and delivery time (approx. 5 weeks before your desired delivery date). We will then send you a starter kit which includes your free colour customer order forms and promotional posters. Booking confirmation emails with important information and attachments will be sent through at the time of booking.

2. Distribute order forms/request packing bags as not supplied when products delivered

Distribute the order forms to your customers and/or sellers. Set a date you require order forms and money to be returned by and communicate this to your members. If you are going to request families provide their own packing bags remember to add this information on the form. Request the bags be returned with the order form and money. Remember to allow a couple of days to collate the orders on the Pie Drive Calculator spread sheet.

3. Collate orders

When the orders are returned, the Co-ordinator will collate and enter onto the "Pie Drive Calculator" excel spread sheet. This will be emailed to you at the time of booking. Please ensure your computer/phone supports Microsoft Excel.

4. Order Product

The Pie Drive Calculator is submitted to Homestyle via email to info@homestylebake.com.au by 10am exactly one week prior to your delivery day. We will email your invoice and please check your invoice matches the order sheet and advise Homestyle Bake immediately if any changes are required.

5. Organise payment

Payment is made to Homestyle Bake at least two working days prior to the day of delivery by electronic funds transfer or Credit Card unless prior arrangements have been made with our Fundraising Team. Proof of receipt for electronic payments, must be shown to the driver and emailed through to the office before the delivery day. Credit card payments are available over the phone before delivery by calling (07) 4687 5000. (One full payment as per invoice for all payment types)

6. Delivery of order

Proof of receipt for all electronic payments may be requested by our driver upon arrival. On delivery our driver will arrange your products in the same order as your customer order form. He will check the products with the designated co-ordinator to ensure all products ordered have been supplied.

Delivery fees may apply to Fundraising Drive deliveries under \$500 invoice value and deliveries made by Aurizon or private transport companies. **Please contact us for further information.**

7. Distribute orders

The order is then collated and packed by you and your volunteers into individual orders as per customer order forms. Homestyle Bake boxes can be re-used to pack orders into. Depending on the size of your order extra packing bags may be required and Homestyle Bake does not supply these.

Now sit back, relax and enjoy your complimentary Morning or Afternoon Tea pack supplied for orders over \$500 invoice value.

POCKET BIG PROFITS
— With Homestyle it's so easy —

BIGGER PROFITS FOR YOUR ORGANISATION Pocket the BIG PROFITS and receive **\$1.50** per item sold.

REDUCED BONUS PRIZE LEVELS Our Cash Prizes are easy to reach.

AFFORDABLE PRICES We carefully consider the household budget, so everyone can afford Homestyle Bake's quality meals!

EASY & FUN TO RUN Using only the freshest ingredients in our delicious, savoury and sweet meals, combined with our easy to use system, your fundraising will be a breeze.

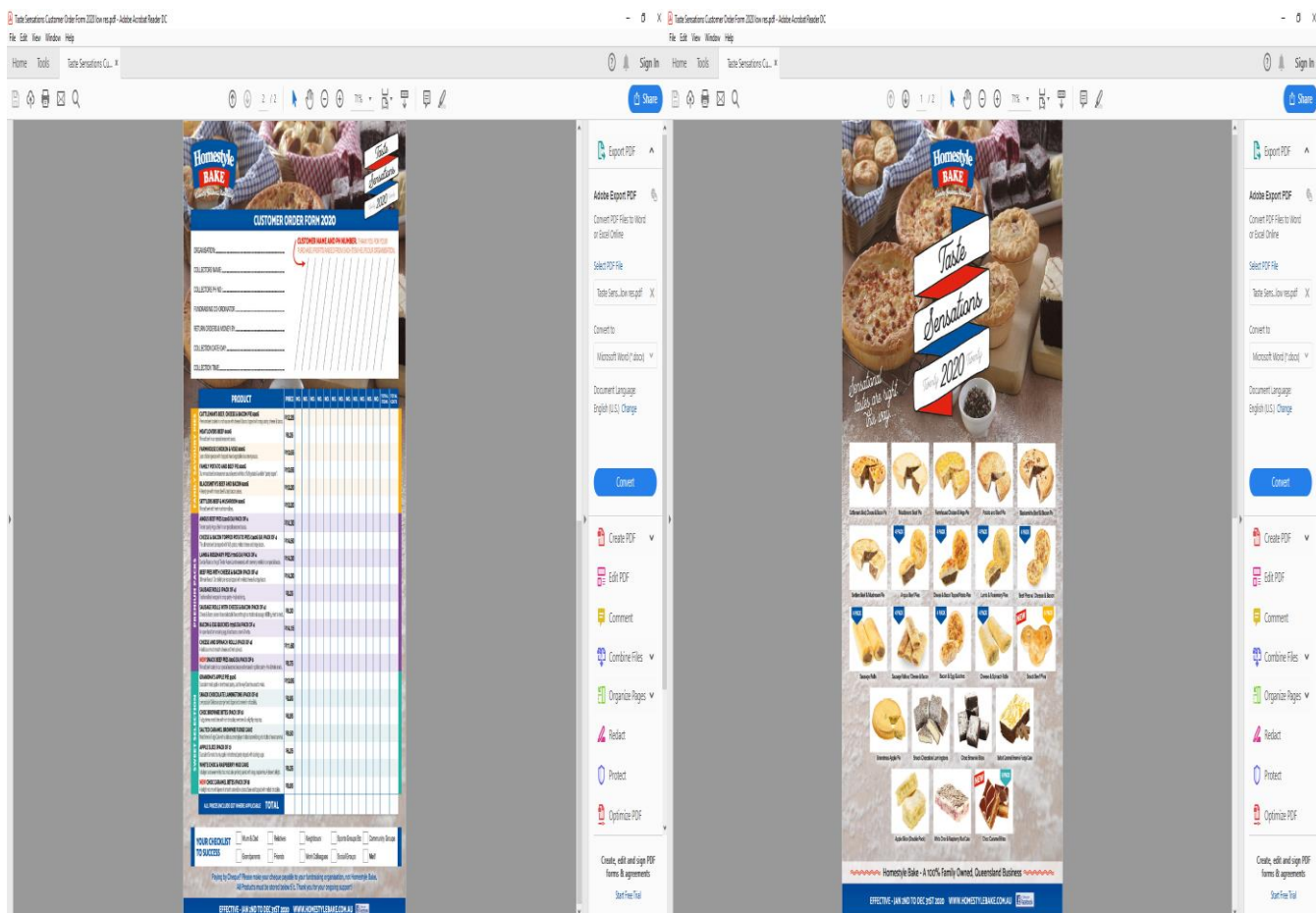
\$\$ MORE BONUS PROFITS \$\$

HIGH REWARDS, BIGGER PROFITS!
For your organisation

Items Sold	Profit Per Item	Your Profit Raised	Your Cash Bonus	Total Profit
250	\$1.50	\$375	\$25	\$400
400	\$1.50	\$600	\$50	\$650
700	\$1.50	\$1050	\$75	\$1125
950	\$1.50	\$1425	\$100	\$1525

RAISE BIG MONEY!

[illegible]



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
<p>Provide pastoral care and personal support for students, staff and parents of the school community in cooperation with school's support staff.</p> <p>Provide pastoral care and support following critical incidents.</p> <p>Provide activities and programs that build a positive school environment and help foster self-esteem and build resilience among students.</p> <p>The following programs can be provided on a needs basis, to support students identified through staff feedback and data collection.</p> <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>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.</p> <p>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.</p> <p>Encourage Community Service and facilitate small groups eg. 40 Hour Famine, Meals on Wheels, Salvation Army Drive (listed on Calendar)</p> <p>Attend Ipswich Community Youth Support combined meeting at least once per term.</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.	
Spiritual support	Mentoring
<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>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>

Educational support	Extra-curricular activities
<p>Assist with classroom activities (under the direction of a teacher) to support the referred students who are at risk of disengagement, or who 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>Attend school activities; for example:</p> <ul style="list-style-type: none"> -ANZAC Day Ceremony -Remembrance Day Ceremony -School Arts nights -Awards Night -Camps (Year 9 (2019) Year 11/12 Leadership Camp (2019)
General work and administration	Other
<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> <ul style="list-style-type: none"> Fluro Friday Crazy Hair Day <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>

	Take opportunities to talk at community events about chaplaincy program.
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- ☐ 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 \(Qld\)](#)
 - ☐ Part 5 s.34 and Part 8 s.67 of the [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
 - ☐ 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: / /