

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



DETAILS		Tuesday 18 th May 2021 6.30pm	Recorded by: Jessica Huiskamp
Agenda Item	Details	Minutes	
Open and Welcome	Welcome prospective members Meeting procedures; Zoom attendees; Please keep your microphone on mute unless speaking to minimise background noise. Please raise your hand to let everybody know you would like to speak.	Meeting commences: 6:30pm Apologies: Present: Krystal Harris, Michelle Hampson, Pat Murphy, Angela Luttrell, Vicki Shaw, Petra Yager, Sheree Skinner, Brendan Barlow, Scott Fields, Amy McAleer, Rhonda Smith, Cassie Fraser, Jessica Huiskamp	
Previous minutes acceptance	Motion: that the previous minutes from March are a true and accurate record of the previous minutes. This can be approved in the form of an email from the ‘first’ and ‘second’ parties or a signature on the previous minutes.	First: Vicki Seconded: Cassie Moved: The previous minutes from March are a true and accurate record of the previous minutes.	
Business Reports			
OSHC	<ul style="list-style-type: none">A brief overview of the OSHC Numbers are up and we have now got a good flow going with children and educators. We are reaching our elective cap of 60 children a session in the afternoon. We recently have changed software providers and this has caused some headaches for parents and staff but have resolved the issues and are now running quite well. We are still perfecting the online enrolment package. Debt is sitting around \$1400 weekly, this is due to parent not paying over the transition period. We are slowly rectifying this.Table open to questions	Currently running at 45-55 children per session The elective cap of 60 children is due to space. Pat asked how the staffing situation is looking. Sheree advised that currently they are coping but if someone called in sick, then the OSHC would be falling back on Sheree for assistance. It is hopeful that with we will be able to take on more staff in the near future and this situation will improve.	
Canteens	<ul style="list-style-type: none">An overview of the Canteen Please see the below attachment. Please see daily sales figures below as well.Table open to questions	Vicki provided an overview of the canteen business. The business has been running well particularly with the catering kicking off. This has been challenging but the canteen staff have been stepping up to the challenge and the feedback has been positive.	

		<p>Profit totals are still surpassing 2019 and 2020 totals, noting that 2020 is not much of a measure.</p> <p>While the core canteen staff are working well, there are some issues with engaging and retaining other reliable staff and volunteers.</p>
Uniform	<ul style="list-style-type: none"> A brief overview of the future uniform shop is attached below for review. Table open to questions 	<p>Vicki provided an overview of the uniform shop progress.</p> <p>Please see report attached for full details.</p> <p>No questions from the group.</p> <p>Uniform range – we spoke of potentially bring in a long sleeve polo, we have had a sample made up for review, please find pictures below. This would be another bamboo material item.</p> <p>First: Krystal Second: Angela Moved: To introduce a new long sleeve polo to the uniform range.</p>
Executive News		
Mail in	Nil	
Mail out	Nil	
Exec news	<ul style="list-style-type: none"> 	
Decisions made	<ul style="list-style-type: none"> The purchase of staff lockers where made in the OSHC room 	<p>The Exec Committee approved the purchase of staff lockers as staff needed somewhere to keep personal belongings rather than the office. This was a purchase of IKEA cubes with locks for approx. \$260 rather than spending \$800+ on premade lockers.</p>
Treasurers report	<ul style="list-style-type: none"> A brief overview on the accounts by Sheree Skinner – <p>Accounts over all are looking strong, due to the necessity of over staffing in the OSHC for some time now the profits are quite conservative. We also suffered a loss when the area went into lock down unexpectedly and we have to throw out large amount of perishable stock in the canteens. We are working hard to bring in volunteers and trainee's to lower the staffing hours required in the canteen as this is also taking up profits.</p>	<p>Sheree provided an overview of the accounts as per the details in the agenda.</p> <p>Pat asked about the loss of perishable items from the fridge as a result of the 3 day lock down and whether this was claimable through insurance. Sheree has investigated this with other P&C bodies and it has been determined that the loss of stock was not the result of an 'event' and is classified as the result of a business decision and therefore insurance is not payable.</p>

	We have also paid the deposit for the canteen renovations.	Sheree advised the team have been working hard to bring in trainees and volunteers in the canteen. As a comparison most schools have 70% volunteer rate for the canteen – ours is under 10%.
Banking	•	First: Second: Moved:
Fundraising		
Previous events report	<ul style="list-style-type: none"> <p>Mother's day stall report – May 5th</p> <p>The Mother's day went quite well. Only one major problem to report and that is that we sold out of almost all stock, we have less than a small tub left of stock!</p> <p>\$1279.48 was spent on product</p> <p>\$2916.52 was brought in through sales</p> <p>\$1636.72 was the profit of the event</p> <p>We originally had been approved to spend \$2500, however with the amount of stock that we had left over from 2020 it was decided not to spend the whole budget. Online orders increased from last year. Next year we will defiantly need the full \$2500 budget.</p> <p>Disco report – April 30th</p> <p>The disco had a few small hiccups at the beginning of the p-2 but they were quickly resolved and things went smoothly from there. It was defiantly a good decision not to sell food and drink, however I think we need to advertise to bring a drink bottle next time as we went through over 1000 cups. reflection has been done to see how we can have the kids enter the building quicker next time to avoid wait times as the discos are shorter now.</p> <p>\$1455.58 was spent on expenses</p> <p>\$2834.70 was brought in on the night</p> <p>\$1379.12 profit was made from the night</p> <p>\$3015.84 raised in one week between the two events. This leave us with \$3824.99 in the fundraising account unallocated. (unallocated - \$2000 running costs, \$613.71 from gardening clubs recycle program)</p> 	<p>Sheree provided an overview of previous events as detailed in the agenda.</p> <p>Both the Mothers Day stall and the Disco were volunteer run which was fantastic.</p> <p>A thank you and well done to the volunteers who made it happen.</p> <p>Noted that for next year, two large events should not be held so close together.</p>
Events for 2021	<ul style="list-style-type: none"> Future dates; 5c Challenge June – date TBA 	The P&C would like to run the 5c challenge again with the primary school

		<p>and will liaise with Scott about when this might best fit into the school calendar.</p> <p>First: Cassie Second: Krystal Moved: 5c day to be run with primary school pending discussion with Scott around timing.</p> <p>Angela asked if we can also do PJ day and something for the senior school who have asked for an alternative to pyjamas.</p> <p>Pat would like to see the fun dress days as something the Primary and Secondary schools do together. The student leaders from primary and secondary are keen to talk through what they might do, how it will work and what it is for.</p> <ul style="list-style-type: none"> - The fun dress day should align with what the students think is fun. - We need to be cognisant of asking parents to put their hands in their pockets for events all the time, especially if there is additional pressure to buy a costume. - Brendan suggested a colour day (e.g. wearing football colours)
Donations	<ul style="list-style-type: none"> • The school has asked if we would be interested in helping beautify the school by having a mural painted around the Primary Canteen area. The cost for this would be approx. \$1500-\$2000. Can we have approval to spend this amount on contracting the artist who has been working in the school to paint a mural in the canteen area to brighten up the space as you come into the school. • If we spent the whole \$2000 on a mural that would leave us with \$1824.99. We would expect to also bring in at least another \$1000 from the future 5c challenge which will be happening soon. <p>Motion to spend the remainder of the recent events profit and the future profit of the 5c challenge on having some concrete painting done in the primary areas. Pictures for reference below.</p>	<p>School Mural The group discussed colours, style and theme.</p> <p>The placement of the mural would be on the wall of the canteen and pillars.</p> <ul style="list-style-type: none"> - Michelle has suggested avoiding painting railings due to wear and tear. <p>Potential themes include</p> <ul style="list-style-type: none"> - Something cultural - School values - Related to healthy eating. <p>Petra has advised the artist is very talented and flexible and should be able to work with whatever theme is chosen. She would like to see the mural design and theme be owned by the students.</p> <p>Scott and Petra will discuss this further with the artist and will recommend lighter/brighter colours be used in that space to prevent it from feeling too dark.</p>

		<p>First: Angela Second: Vicki Moved: P&C supports the donation of fundraising money towards a mural to beautify the school.</p> <p>Concrete painting Krystal asked about longevity of the painting. The company uses specialised paint for this work. Pressure cleaning has minimal impact and not an issue.</p> <p>Brendan queried whether the money suggested for the concrete painting could be used instead for an ANZAC mural, as student led idea that will be for the P-12 students.</p> <p>The group discussed whether money raised by events predominately run by and participated in by primary parents, children and volunteers should be used for the senior school.</p> <p>There may be opportunity for money raised by the proposed photo day to go towards the ANZAC project. The students should be encouraged to put together a proposal for the fundraising.</p> <p>Brendan qualified that wont be going ahead until next semester and is stil in early consultation.</p> <p>Photo day expected to make about \$1200 in October. If there is a proposal then we could potentially donate \$500-\$800 to the mural.</p> <p>First: Brendan Second: Cassie Moved: Fundraising monies to be used for concrete painting in the primary school.</p>
Fundraising ideas		
Fundraising dates for 2021	<ul style="list-style-type: none"> Primary school disco –April 30 Mother’s Day Stall–May 5 5c Challenge –June Father’s Day Stall –September 1 Family Photo day –October 23 	<p>Fathers Day stall - No idea on budget yet for outlay or expected profits. To be discussed next month.</p>
Donations for 2021	<ul style="list-style-type: none"> 	

Business arising from previous minutes		
	<ul style="list-style-type: none"> 	
Principals Reports		
Primary School	<ul style="list-style-type: none"> Report about the Primary School from Scott Fields 	Scott presented the Primary School report
Secondary School	<ul style="list-style-type: none"> Report about the Secondary School from Brendan Barlow 	<p>Brendan presented the Secondary School report.</p> <p>Brendan will be leaving the school – thank you for his contribution to the school community and good luck to Brendan on his new endeavours.</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus from Pat Murphy 	<p>Pat presented the whole of campus report.</p> <p>NAPLAN online going well. A few connectivity issues but minimal impact on student performance or focus.</p> <p>Thanks to student leaders and students who came to dawn service</p> <p>BYOD – Work is underway to update internet connectivity, speed and coverage.</p> <p>Every space is now air-conditioned.</p> <p>The introduction of a Homework Centre for the secondary school</p> <p>First: Krystal Second: Sheree Moved: Homework Centre for the Secondary school is endorsed by the P&C as a valuable opportunity.</p>
New Business		
	<ul style="list-style-type: none"> P&C Conference P&C are having their conference this year on the 10 & 11 September. Prices are \$710 per person for the two days. These registrations need to be completed now to ensure tickets. I attended the 2019 conference for 1 day and found it extremely beneficial. Vicki has already expressed interest in attending to bring in new ideas for the canteens. With the increased amount of children attending OSHC the OSHC has requested upgrading the dishwasher to a commercial 	<p>P&C conference: Pat and Rhonda both agree that it's a strong investment and it has served us well attending in 2019.</p> <p>First: Pat Second: Brendan Moved: Approval to send 5 people from the P&C exec or businesses</p> <p>Approval to send 5 people Pat and Brendan</p>

under counter dishwasher. These retails for around \$4000 (plus GST and delivery) and have a 3minute wash time. Upgrading this item in the OSHC room will greatly reduce the amount of time an in ratio educator needs to be away from the children in the kitchen. Can the OSHC please have approval to spend up to \$4500 on a commercial under counter dishwasher for the improvement of the OSHC. This purchase will blow out the estimated equipment budget of \$2000 for the year.

- Uniform range – we spoke of potentially bring in a long sleeve polo, we have had a sample made up for review, please find pictures below. This would be another bamboo material item.

Dishwasher

A commercial dishwasher is not effective at drying plastic items but the extremely quick cycle has the potential to save significant staff hours spent in the kitchen washing dishes and a commercial dishwasher can have the temperature set high enough to ensure effective hygiene.

Krystal queried the benefit of rent to buy, given the considerable outlay. Pat is not keen to rent as this may end up inflating costs.

Pat queried whether it will be GST free – GST is returned as it is a not for profit organisation.

First: Vicki

Second: Pat

Moved: P&C to purchase a commercial dishwasher for the OSHC

Vacation care programme

Endorsement is required for the upcoming school holiday programme.

First: Krystal

Second: Jess

Moved: P&C endorses the vacation care programme

Student Resource Scheme

The school has requested the endorsement to continue to SRS into 2022.

There is no change to costs (currently between \$85 and \$250 p.a.)

The money is critical and relied upon to fund consumables in classrooms.

First: Sheree

Second: Jess

Moved: To continue SRS in 2022

Chaplain Programme

Similarly to last year, the programme set out by school chaplain must be approved the P&C. The services / programme is not about religion instead having a focus on wellbeing. It is available for those who want to be involved and not compulsory.

First: Krystal

Second: Pat

Moved: Ongoing school chaplain program endorsed.

		<p>Uniform shop With no former experience to rely on, we need to trust our suppliers about amounts of stock to order in and we need to start ordering soon.</p> <p>First: Jess Second: Angela Moved: To go ahead with supplier recommended order size for uniforms.</p> <p>Long sleeve polo - already endorsed.</p> <p>Pat has requested that we be clear that the uniform shop will not be open on weekends – this will cost the business too much in overheads for minimal profit.</p>
Membership applications		
New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	N/A
Next Meeting		
	<ul style="list-style-type: none"> June 15 (in person, zoom available) July 20 (zoom only) August 17 (zoom only) October 19 (in person, zoom available) November 16 (zoom only) 	
Meeting close		
		Time: 8:07 PM

Woodcrest OSHC – June/July Holiday Programme

















Monday 28/6/21

Tuesday 29/6/21

Wednesday 30/6/21

Thursday 1/7/21

Friday 2/7/21

<p>Trip to the Movies (EXCURSION) (9am – 1pm)</p>  <p>Chess competition & board games</p>	<p>STEM DAY Science experiments & tie dye</p>  <p>Ensure you come in clothes you can get dirty in. BYO white clothing</p>	<p>Mechanic Bull (INCURSION)</p>  <p>Mini Chef (Quiches & cupcakes)</p> 	<p>Sports Day (Handball competition, fastest runner & totem tennis)</p>  <p>Jewellery Making (Earrings & Necklace)</p> 	<p>Freaky Friday Dress up (Come dressed in your weird, whacky, and unique clothing)</p>  <p>Gardening (herbs, fruits, flowers)</p> 
Monday 5/7/21	Tuesday 6/7/21	Wednesday 7/7/21	Thursday 8/7/21	Friday 9/7/21
<p>Indigenous Art & Craft</p>  <p>Treasure Hunt</p> 	<p>Indigenous face painting</p>  <p>Technology Afternoon Byo devices & tablets</p> 	<p>Teddy Bear picnic Don't forget to bring your favourite toy</p>  <p>Cooking treats for our friends</p>	<p>Darling Down Zoo (EXCURSION) 8am – 3pm</p> 	<p>Jumping Castle (INCURSION)</p>  <p>Movie day</p> 



Canteen report March, April, May 2021

Even with the schools closing early for term 1 both canteens had a higher monthly total then 2019 and 2020 for March.

The start of term 2 was a busy one. The first week we had the privilege to cater for the School Review team for their morning tea and lunch. By all reports they were very happy with what they received.

The second week we catered for a Cluster Mediation meeting for around 40 guesses from, not only our school, but others around the area.

Last week was a big one for staff. On Thursday we catered for the Community breakfast for around 40 guesses from around our community. Then Friday, we supplied 200 cupcakes and served hot chocolate for the Mother's Day picnic.

I have received fantastic feedback from all events. Due to the awesome work from staff, we have now been invited to cater for a big event in August.

This has been a very exiting time for the canteens and staff with branching out into the world of catering.

April sales were also up compared to 2019 and 2020.

May sales are off to a great start. Even with all the public holidays.

The renovations of the Primary canteen are all set to be completed during the next school holidays. I know staff are looking forward to coming back to a great space to work in.

Daily Sales Senior March 2021							
Date	Comments	Cash	EFT	Online	Total 2021	Total 2020	Total 2019
1st March		\$ 424.20	\$ 395.80	\$ 25.50	\$ 845.50		
2nd March		\$ 468.70	\$ 491.00	\$ 50.00	\$ 1,009.70		
3rd March		\$ 407.60	\$ 568.30	\$ 89.60	\$ 1,065.50		
4th March		\$ 357.00	\$ 437.05	\$ 6.00	\$ 800.05		
5th March		\$ 541.80	\$ 529.90	\$ 22.00	\$ 1,093.70		
8th March		\$ 426.40	\$ 458.70	\$ 12.00	\$ 897.10		
9th March		\$ 367.10	\$ 545.30	\$ -	\$ 912.40		
10th March		\$ 535.05	\$ 549.80	\$ 60.00	\$ 1,144.85		
11th March		\$ 413.80	\$ 638.40	\$ 54.00	\$ 1,106.20		
12th March		\$ 458.70	\$ 571.40	\$ 104.30	\$ 1,134.40		
15th March		\$ 508.30	\$ 459.70	\$ 22.50	\$ 990.50		
16th March		\$ 441.10	\$ 530.90	\$ 19.20	\$ 991.20		
17th March		\$ 423.60	\$ 594.60	\$ 31.50	\$ 1,049.70		
18th March		\$ 527.60	\$ 558.00	\$ 52.30	\$ 1,137.90		
19th March		\$ 472.70	\$ 547.00	\$ 94.00	\$ 1,113.70		
22nd March		\$ 473.80	\$ 402.30	\$ 33.00	\$ 909.10		
23rd March		\$ 391.00	\$ 462.90	\$ 52.00	\$ 905.90		
24th March		\$ 450.70	\$ 577.80	\$ 84.20	\$ 1,112.70		
25th March		\$ 477.20	\$ 485.20	\$ 27.00	\$ 989.40		
26th March		\$ 352.10	\$ 616.10	\$ 53.00	\$ 1,021.20		
29th March		\$ 375.10	\$ 484.90	\$ -	\$ 860.00		
30th March	Canteen closed lockdown	\$ -	\$ 6.50	\$ -	\$ 6.50		
31st March	Canteen closed lockdown						
				Target	\$ 21,097.20	\$ 14,091.77	\$ 17,458.80
					\$ 3,638.40		

Daily Sales Primary March 2021							
Date	Comment	Cash	EFT	Online	Total 2021	Total 2020	Total 2019
1st March		\$ 148.50	\$ 52.50	\$ 117.00	\$ 318.00		
2nd March		\$ 112.50	\$ 41.70	\$ 193.40	\$ 347.60		
3rd March		\$ 120.50	\$ 28.50	\$ 380.00	\$ 529.00		
4th March	year 4 away	\$ 107.50	\$ 24.00	\$ 242.50	\$ 374.00		
5th March	2 x Zooper dooper B'Day packs, 1 x 27 cupcake pack .	\$ 135.00	\$ 87.70	\$ 596.00	\$ 818.70		
8th March	Black out for 1.5 hours	\$ 109.50	\$ 17.00	\$ 117.20	\$ 243.70		
9th March		\$ 126.50	\$ 31.00	\$ 258.50	\$ 416.00		
10th March	1 x cupcake, 1 x zooper Dooper pack paid for	\$ 203.50	\$ 77.50	\$ 226.00	\$ 507.00		
11th March		\$ 105.50	\$ 40.50	\$ 300.70	\$ 446.70		
12th March		\$ 180.50	\$ 16.50	\$ 535.70	\$ 732.70		
15th March		\$ 103.80	\$ 13.50	\$ 199.50	\$ 316.80		
16th March		\$ 128.70	\$ 70.00	\$ 305.50	\$ 504.20		
17th March		\$ 95.30	\$ 22.50	\$ 214.30	\$ 332.10		
18th March		\$ 122.70	\$ 28.50	\$ 338.50	\$ 489.70		
19th March		\$ 227.60	\$ 104.20	\$ 604.90	\$ 936.70		
22nd March		\$ 140.50	\$ 26.50	\$ 254.90	\$ 421.90		
23rd March		\$ 101.50	\$ 36.00	\$ 284.20	\$ 421.70		
24th March		\$ 146.00	\$ 74.50	\$ 300.20	\$ 520.70		
25th March		\$ 123.90	\$ 53.50	\$ 281.00	\$ 458.40		
26th March		\$ 174.00	\$ 67.00	\$ 523.20	\$ 764.20		
29th March		\$ 186.80	\$ 14.50	\$ 216.70	\$ 418.00		
30th March	COVID- SCHOOL SHUT						
31st March	COVID- SCHOOL SHUT						
					\$ 10,317.80	\$ 7,927.85	\$ 9,846.50
				Target	\$ 471.30		

Daily Sales Senior April 2021							
Date	Comment	Cash	EFT	Online	Total	Total 2020	Total 2019
19th April 2021	First day term	\$ 409.00	\$ 400.90	\$ 35.00	\$ 844.90		
20th April 2021		\$ 466.40	\$ 445.50	\$ -	\$ 911.90		
21st April 2021		\$ 413.50	\$ 558.20	\$ 15.00	\$ 986.70		
22nd April 2021		\$ 441.90	\$ 493.70	\$ 56.00	\$ 991.60		
23rd April 2021		\$ 438.60	\$ 512.30	\$ 65.00	\$ 1,015.90		
26th April 2021	Public holiday	\$ -	\$ -	\$ -	\$ -		
27th April 2021		\$ 361.70	\$ 529.30	\$ 21.00	\$ 912.00		
28th April 2021		\$ 368.40	\$ 534.00	\$ 17.00	\$ 919.40		
29th April 2021	Year 11 away	\$ 301.85	\$ 393.30	\$ 50.70	\$ 745.85		
30th April 2021		\$ 475.05	\$ 448.30	\$ 50.70	\$ 974.05		
					\$ 8,302.30	\$ 584.00	6952.55
				Target	\$(1,349.75)		

Daily Sales Primary April 2021							
Date	Comment	Cash	EFT	online	Total	Total 2020	Total 2019
19th April 2021		\$ 105.00	\$ 15.00	\$ 136.70	\$ 256.70		
20th April 2021		\$ 75.90	\$ 27.00	\$ 100.60	\$ 203.50		
21st April 2021		\$ 181.90	\$ 55.50	\$ 181.50	\$ 418.90		
22nd April 2021		\$ 145.40	\$ 41.50	\$ 312.00	\$ 498.90		
23rd April 2021		\$ 215.60	\$ 68.50	\$ 656.10	\$ 940.20		
26th April 2021	Public holiday	\$ -	\$ -	\$ -	\$ -		
27th April 2021		\$ 153.50	\$ 21.00	\$ 225.20	\$ 399.70		
28th April 2021		\$ 187.50	\$ 7.00	\$ 227.90	\$ 422.40		
29th April 2021		\$ 137.50	\$ 47.00	\$ 306.70	\$ 491.20		
30th April 2021		\$ 175.55	\$ 46.50	\$ 402.90	\$ 624.95		
					\$ 4,256.45	\$ 508.50	\$ 3,787.76
				Target	\$ (468.69)		

Uniform Shop

Progress is being made getting the uniform shop ready for opening. We have started to look at fittings and how the space will be used for the best workflow.

Lowes have run out of some items so we have put an order in with our supplier and hoping these will arrive in the next few weeks. Until the uniform shop has been fitted out these items will be able to be purchased from our online shop and Secondary canteen.

The online shop has been setup ready for opening.

Our first order will be place in the next couple of weeks to ensure we have all stock for the end of the year/ start of 2022.

There is a lot of work happening in the background to ensure as smooth as possible takeover.

Account	Available	Current balance	
Canteen (snr) 034-130 218425	\$23,998.88	\$23,998.88	▼
Debit Card Account 034-130 218396	\$1,000.00	\$1,000.00	▼
Fundraising Account 034-130 218409	\$6,438.70	\$6,438.70	▼
Main P&C Account 034-130 218353	\$23,835.54	\$23,835.54	▼
OSHC 034-130 218388	\$124,296.18	\$124,296.18	▼
PAYG & Superannuation 034-130 218361	\$0.00	\$0.00	▼
Tuckshop (jnr) 034-130 218417	\$466.23	\$466.23	▼
Accounts total		\$180,035.53	

Concrete painting examples





Woodcrest State College

Executive Summary





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1. Introduction

This report is a product of a review carried out by a review team from the Education Improvement Branch (EIB) at **Woodcrest State College** from **19 to 22 April 2021**.

The report presents an evaluation of the school's performance against the nine domains of the [National School Improvement Tool](#). It also recommends improvement strategies for the school to implement in consultation with its regional office and school community.

The report's executive summary outlines key findings from the review and key improvement strategies that prioritise future directions for improvement.

Schools will publish the executive summary on the school website within two weeks of receiving the report.

The principal will meet with their Assistant Regional Director (ARD) to discuss the review findings and improvement strategies.

For more information regarding the EIB and reviews for Queensland state schools please visit the EIB [website](#).

1.1 Review team

Wayne Troyahn	Internal reviewer, EIB (review chair)
Julie Pozzoli	Peer reviewer
Troy Barath	Peer reviewer
Judi Hanke	External reviewer



1.2 School context

Location:	Nev Smith Drive, Springfield	
Education region:	Metropolitan Region	
Year levels:	Prep to Year 12	
Enrolment:	1772	
Indigenous enrolment percentage:	7 per cent	
Students with disability:	Education Adjustment Program (EAP) percentage:	7 per cent
	Nationally Consistent Collection of Data (NCCD) percentage:	26.7 per cent
Index of Community Socio-Educational Advantage (ICSEA) value:	973	
Year principal appointed:	2017	



1.3 Contributing stakeholders

The following stakeholders contributed to the review:

School community:

- Executive principal, dean of college, primary principal, secondary principal, six deputy principals, two deputy principals–inclusion, 11 Heads of Department (HOD), pedagogy coach, Business Manager (BM), 61 teachers, two early career teachers, Wonderlab/Zen Den team members, two guidance officers, M-Thrive team, three year level coordinators, Community Education Counsellor (CEC), chaplain, success coach, human resources manager, office manager, events and marketing officer, enrolments officer, Pasifika support officer, pathways officer, attendance officer, two Information Technology (IT) staff, finance manager, finance support officer, eight teacher aides, four secondary school captains, 52 students, president Parents and Citizens' Association (P&C) and 18 parents.

Community and business groups:

- Western Technical Excellence Centre (WestTEC) – Trade Training Centre (TTC), University of Southern Queensland (USQ), Mater Education, Screamin' Beans Café, Technical and Further Education (TAFE) Queensland South West and Springfield City Group.

Partner schools and other educational providers:

- Principal Springfield Lakes State School, principal Camira State School, principal Forest Lake State High School and principal Bundamba State Secondary College.

Government and departmental representatives:

- State Member of Parliament for Jordan and ARD.



1.4 Supporting documentary evidence

Annual Improvement Plan 2021	Strategic Plan 2021-2024
Investing for Success 2021	Bank reconciliation report
School improvement targets	School Data Reflection November 2020
Professional learning plan 2021	Curriculum planning documents
Professional learning guide	2019 School Opinion Survey
School pedagogical framework	OneSchool
Pedagogy Action Plan 2021-2023	School newsletters, Facebook and website
Professional Development Planner 2021	2021-2024 Student Code of Conduct
Headline Indicators (October 2020 release)	School based curriculum, assessment and reporting framework
School Data Profile (Semester 1 2020, and Semester 2 2020)	



2. Executive summary

2.1 Key findings

The college tone is one of collegiality.

This is reflected in a campus-wide commitment to quality teaching, culture, people, alignment and ingenuity. Positive relationships are apparent between members of staff, students, parents and community members. Students and parents speak highly of the support they receive from teachers.

The college celebrates the rich tapestry of cultural backgrounds of its students.

All leadership team members and staff recognise that early intervention is essential to meet and address the diverse learning needs of students. The value placed on students' backgrounds and individual circumstances is reflected in the 2021-2024 Strategic Plan that notes the opportunity to enhance the college community by valuing inclusion and diversity.

Teachers express strong support for the college belief in a '*P-12 Seamless Education*' to develop desired student pathways.

Many teachers identify areas of the college where a P-12 approach is viewed as uniting the college. Some teachers indicate the P-12 approach has been enhanced and acknowledge that further progress is desirable. Teaching staff articulate a fully developed P-12 approach across all parts of the college is yet to be embedded. Many teachers indicate that considerable change has occurred across the college in the past 18 months. Teaching staff express their support for maintaining the current focus on quality teaching for the future college direction.

Teachers work at understanding where students are in their learning to identify starting points for teaching.

College staff express the belief that all students benefit, academically and socially, when provided with a high quality inclusive education, and strive to ensure that all students are included and valued in the college community. Any obstacles to participation are identified and minimised. The extent to which inclusion is embedded in all aspects of college life, and is supported by culture, policies and everyday practices, varies across the college. A consistent model for inclusion teacher and classroom teacher co-teaching is yet to be embedded.

The college delivers an extensive curriculum aligned to the learning areas.

A whole-of-college curriculum plan is being developed from Prep to Year 10, referencing the Australian Curriculum (AC) and presented in individual learning areas. Senior secondary subject guides have been developed. Teachers articulate that this sequenced plan has provided opportunities to move learning activities to different year levels according to student developmental levels. Teaching staff display a high level of knowledge of the curriculum. A curriculum, assessment and reporting overview for the college is yet to be developed.



High expectations for consistent student behaviour are apparent in classrooms and in the playground.

The college has developed a 2021-2024 Student Code of Conduct. Artefacts reinforcing the college values of *'Respect. Responsibility. Resilience.'* are displayed prominently throughout the college. Behaviour management practices and processes are apparent across the college and in all classrooms. Teaching staff express a desire for a more consistent approach to management of behaviour across the campus.

The college has established productive relationships and partnerships across the wider community.

Parents speak highly of the partnership with the college and the range of opportunities provided for their child. Parents and community members express high levels of confidence in the college with many staff reporting that their own child attends the college. Students articulate that they are proud of their school, with staff and students reporting the college as being a calm learning environment. Some students, staff and parents indicate a previous negative perception being held by some members of the community, and that this view is changing. A goal of the college is to be a 'school of choice'.

A strong culture of feedback and improvement is apparent throughout the college.

All teachers speak positively of the commitment and willingness of their colleagues to support each other in their ongoing Professional Development (PD). This culture is enabled by the processes, structures and time that is allocated to building an expert teaching team, including the use of key members of the leadership team and experienced teaching staff as knowledgeable experts.

The executive principal and other college leaders recognise that highly effective and seamless teaching is the key to improving student learning throughout the college.

The college pedagogy framework supports a purposeful shift to student-centred learning and is characterised by a series of scaffolds, whereby students are guided through the learning process with clear statements regarding the purpose and rationale for learning the new skill, clear explanations and demonstrations of the instructional target, and supported practice with feedback until independent mastery has been achieved. The framework provides the college community with the structure for developing learning autonomy and transferable skills for students. The models of instruction enacted through this framework are known as RESPECT: R – ready to learn, E – explicit modelling, S – shared practice, P – peer collaboration, E – explore and expand independently, C – celebrate and critique, and T – transfer knowledge.



2.2 Key improvement strategies

Embed current college initiatives and establish a consistent base for further college development to enact a P-12 focus and ethos for all programs.

Fully document and implement the college differentiated teaching and learning plan to ensure a consistent approach for classroom teachers and inclusion teachers to identify, plan and deliver differentiated learning experiences for the range of learners within their classrooms.

Develop, publish and share a whole-of-college curriculum framework that details curriculum, assessment, moderation and reporting.

Formalise, document and embed college-wide behaviour management practices and processes for consistent use across the college.

Market and promote the college as a 'school of choice' to positively enhance 'Brand' perception in the community.

**Executive Principals Report
General Meeting
Woodcrest State College P&C Association
18th May 2021**

Early Finish to Term One

On behalf of the school community can I thank all families in our community who supported the Queensland health directive at the end of term one and were able to keep their student's home during the three-day lockdown.

School Review

In the first week of term two a full school review of the college was conducted which is a process all Queensland schools undertake every four years. Four external reviewers examined all aspects of the college teaching and learning program. They have now provided the college with a detailed report, which made findings and develop recommendations to further advance the school as a learning organisation. The executive summary is attached and has also been placed on the college website. The reviewers were delighted with the progress the college had made from the previous review four years ago. They identified significant growth in the development of the teaching team and the strong focus on Quality Teaching in every classroom in the college. Also highlighted was the advancement of the academic results of the students as evidence of the growth in the teaching and learning throughout Woodcrest.

NAPLAN Online

This year Woodcrest participated in the NAPLAN testing program using the Online approach. The testing is conducted nationwide in years 3, 5, 7 and 9. The majority of Secondary students have now completed the online testing with the primary students timetabled to finish the test early this week. The testing started on Tuesday last week with the first two days of connectivity performing well. Some issues emerged on Thursday, however we hope the majority of students were able to finish the testing without it impacting on their focus. From reports to students they enjoyed the interactive nature of the online test. Results from the test should be returned to students, parents and the college by the end of this term.

Head of Primary and Secondary Schools

P&C members would be aware that Mrs Penny Couch has been offered and accepted the role of Acting Principal at West End State School from May 12 until the end of term, with a strong possibility that this or another role may be available at the start of term three. Mr Scott Fields will Act in the role of Acting head of the Primary School till the end of this term.

On Friday afternoon Brendan Barlow was offered the role of Acting Principal at MacGregor State High School from May 31 till the end of the year with a strong possibility that this will become a permanent vacancy. The role of Principal of MacGregor State High School is a level above the role Brendan is currently acting in at Woodcrest. This is a great opportunity for Brendan and a confirmation of his leadership at Woodcrest over the last twelve months. Brendan has accepted this position with my support as was the case with Penny earlier this month, as this aligns with the college's philosophy of supporting our people. On behalf of the college I would like to congratulate Brendan on his elevation to this role and wish him all the best in this new role. I am sure all would agree the Secondary school and indeed the whole of the college has been significantly enhanced from the time of Brendan's arrival last Easter till now.

For students and parents, I realise this is another change, however I am sure all will be delighted for Brendan and all would recognise the massive contribution he has made to Woodcrest over the last twelve months in the College. I am confident with the strong Senior Leadership Team in the Secondary School and the solid structures and processes in place across the college, that all will be able to cope and move forwards with this further change.

My intention is to conduct a state-wide Expression of Interest process for both the Acting Head of Primary and Secondary Schools over the next few weeks. Current Woodcrest leaders and staff will be eligible to apply. In the mean time I have asked Alfio Balsamo to act as Head of the Secondary School until a person is appointed to this role.

ANZAC Ceremony

At the end of the first week of term the sub-schools held two excellent Anzac services. Both events provided an great learning experience for all students in the college as we honoured the sacrifice that has been made by so many for our country. It was very fitting to see so many parents who are current serving officers attend both ceremonies. Thank you to those in our school community who attended the dawn service at Robelle Domain on Sunday morning. Our school leaders from both the Primary and Secondary schools, represented the College with distinction at this ceremony. It is our aim next year to have one whole college Anzac Day ceremony.

Wireless Upgrade

Currently throughout the college an upgrade of the Wireless infrastructure of the college is occurring. The significant increase in the number of students in the BYOD program in both Primary and Secondary School has made the upgrade a priority. This upgrade will enhance the spread of the connection, the number of devices able to join the network and the spread of coverage across the campus. The total cost of the wireless upgrade for the college is in excess of \$438 000.

Air-Conditioning

I am delighted to report to the P&C that air-conditioning has now been installed in all classrooms in the college with the final two classrooms receiving their air-conditioning two weeks ago.

School Photographs

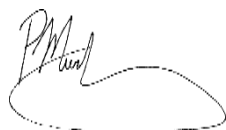
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Primary School News

Primary Principal's Report

Secondary School News

Secondary Principal's Report



Patrick Murphy
Executive Principal
Woodcrest State College

Scott Fields
Head of School Primary
Woodcrest State College

Brendan Barlow
Head of Secondary
Woodcrest State College

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Primary School News

Primary Principal's Report

Instructional Rounds 27th May (Griffin State School + Camira State School)

Woodcrest welcomes you to Ingenuity Loading – Instructional Rounds. We will explore our journey and implementation process from both the students and teachers' point of view. We will then visit some of our classes undertaking their ingenuity learning journey where you can make discoveries and develop wonderings on how to transfer this in your own school/class setting.



NAPLAN Online

As Pat has mentioned we have transitioned to NAPLAN online. Students have taken to this testing format extremely well. Primary will finish have testing completed by Wednesday.

Semester 1 Report Cards

Semester 1 report cards for the Primary school will be emailed to families Week 1, Term 3. Feel free to check in with your student's classroom teacher before the report comes out.

Secondary School News

Secondary Principal's Report

Positive thinking is our focus!

The first half of Term 2 has certainly been action packed in our Secondary College at Woodcrest. I have been delighted by the way our students have presented themselves this term and engaged in College life. Thanks to our all parents and caregivers for their support with this. Visiting every class several times this term, has highlighted to me, the wonderful relationships that exist between our students, staff and the wider community. The positive vibe that exists in our culture is something that we all are extremely proud of. This however, does not happen by accident. We strive to approach each day with a positive mindset. You can learn to turn negative thinking into positive thinking. The process is simple, but it does take time and practice — you're creating a new habit, after all. Recently a Mayo Clinic article highlighted some examples to me of negative self-talk and how you can apply a positive thinking twist to them. Our Student leaders have been leading this initiative by working with our younger students to try and replace the following negative thoughts with positive thinking.

Putting positive thinking into practice	
Negative self-talk	Positive thinking
I've never done it before.	It's an opportunity to learn something new.
It's too complicated.	I'll tackle it from a different angle.
I don't have the resources.	Necessity is the mother of invention.
I'm too lazy to get this done.	I wasn't able to fit it into my schedule, but I can re-examine some priorities.
There's no way it will work.	I can try to make it work.
It's too radical a change.	Let's take a chance.
No one bothers to communicate with me.	I'll see if I can open the channels of communication.
I'm not going to get any better at this.	I'll give it another try.

ANZAC DAY Assembly

Thanks to all staff, students and community members for a wonderful ANZAC Day Assembly in week 1 term 2. The Dawn Service at Springfield was an amazing experience. Our school leaders represented us with passion and pride. We are blessed to have the calibre of school leaders in Secondary in 2021.

Term 1 2021 Reports

Progress Reports have now been emailed home to all families. I encourage all students to analyse their results to review personal academic goals and set strategies for personal improvement for the term ahead. Parents are reminded that Progress Reports are "interim" reports only and are based on one or two pieces of assessment. These will give parents and students an idea on how they have applied themselves and whether they are maximising their individual potential. The behaviour and effort ratings are very important in this review. If 'excellent' and 'very good' are received for behaviour and effort, you can be assured that the student is trying their best. I urge parents to reward their student based on these ratings as much as the academic result.

Parent Teacher Interviews – Via phone

Thanks to all staff, parents and carers for their support with our Parent-Teacher phone interviews that were held via phone recently. The feedback from Alfio Balsamo and staff certainly indicated that these interviews were extremely useful for our families.

Bring Your Own Device (BYOD) – Year 7-12

The BYOD program continues to build momentum in Secondary. Most students are now on-boarded with their own device. We continue to promote the importance of bringing a fully charged machine to school EACH DAY!

NAPLAN Online 2021

Congratulations to ALL staff and students for their efforts in preparing for and rolling out NAPLAN ONLINE at Woodcrest in 2021. I was very impressed by the rollout and the level of organisational excellence that was displayed by our NAPLAN organising team. Quality leadership all round. Participation rate in Secondary was the best I have seen. We had less than 10 withdrawals across the Secondary Campus. This data will give our teachers some fantastic insights into where our Year 7 and 9 students are at with their learning. Thanks to the parent/carer body for their excellent support.

Students Leaving During School Day

If your student is required to leave school during the day, there are several ways for parents/guardians to inform the school. Students must be collected from the Administration Office in person. Only emergency contacts listed on One School will be allowed to collect students. Identification questions will be asked to ensure student safety.

Advice must be received by one of the following methods:

- Presentation of a written note to Student Services before school, signed by parent/guardian.
- Email prior to 9am from parent to student_absences@woodcrestsc.eq.edu.au
- Telephone: (07) 3280 2460, or (07) 3280 2444
- SMS for Absences only: 0426 305 139. SMS must be received from parent/guardian contact number, as recorded in One School.

Please provide the following information:

- Student's full name
- Year level
- Reason for absence
- Expected duration of absence

Please avoid walk in's or last-minute requests (with the exception of emergencies) to avoid inconvenience or delays when collecting your student.

Date Claimers

DATE	EVENTS	NAPLAN ONLINE Catch-Up	Ipswich Music Eisteddfod: Piano & Instrumental 14 May – 22 May, Vocal 16 May – 22 May	
Monday 17 May	<ul style="list-style-type: none">❖ 3:05pm–4:10pm Compulsory Masterclass EIA Topic #2, Junior Hall❖ QCAA confirmation results finalised 1A1/review samples			
Tuesday 18 May	<ul style="list-style-type: none">❖ 9.20am-10.20am Years 7&9 Cyber Safety Session, Auditorium❖ 10.30am-11.30am Year 8 Cyber Safety Session, Auditorium❖ 12.00pm-1.00pm Raise Foundation Mentoring Program❖ 12.40pm Years 10,11,12 Live Assembly, Secondary Gym❖ 12.15pm-1.15pm Year 6 Cyber Safety Session, Auditorium❖ 1.10pm Inclusion Activity (School Council), Senior Oval❖ 6.30pm Virtual P&C Meeting, (Senior School DP) Zoom			
Wednesday 19 May	<ul style="list-style-type: none">❖ 10.00am-11.30am Campus Exec Meeting – Operational❖ 3.00pm-3.45pm Group 1 Meeting			
Thursday 20 May	<ul style="list-style-type: none">❖ 7.00am-4:30pm Pre-camp Canoe Day, TBA❖ 9.30am-11.30am Sec Exec Meeting, Conference Room❖ 12.00pm-1.10pm Year 12 Pathways presentation & Scholarships & USQ presentation, Auditorium❖ 12.40pm Years 7,8,9 Live Assembly, Secondary Gym			
Friday 21 May	<ul style="list-style-type: none">❖ 8.30am-8.45am Staff Briefing, Teams❖ Period 1-4, Extended Executive P-12 walkthroughs			
WEEK 6				
Monday 24 May	Tuesday 25 May	Wednesday 26 May	Thursday 27 May	Friday 28 May

Chappy Week May 23-30				
❖ Period 1-4, Extended Executive P-12 walkthrough	❖ 8.00am Catalyst Testing	❖ National Sorry Day	❖ 9.30am Years 7&8 Reader's Cup, St Mary's College	❖ 9.00am-10.00am Enrolment – Sub-school
❖ P3&4 Year 12 in Prac excursion, Springfield Lakes	❖ 8.15am-9.00am SWAT Meeting	❖ Year 11 (P3) & 12 (P4) Cert III Gym Visit, Maximum Effort Fitness Centre	❖ 3.30pm-6.30pm Career's Expo Yrs 11-12	
❖ 3.15pm SLT, Staff Common Room	❖ 8.20am-10.20am ICT Meeting	❖ 3.10pm-4.10pm Big Picture, Auditorium	❖ Biggest Morning Tea on Thursday the 27th May	
❖ Extended exec walkthroughs	❖ Years 7-9 ICT Day			
	❖ 10.00am-12.00pm Extended Exec, Campus common room			
	❖ 12.00pm-1.00pm Raise Foundation Mentoring Program			
	❖ 12.40pm-1.10pm Live Virtual Assembly (audience – Yr 7)			
	❖ 3.00pm-4.30pm "Impacts of trauma and attachment difficulties in a school setting", Campus Common Room (TBC)			

WEEK 7				
Monday 31 May	Tuesday 1 June	Wednesday 2 June	Thursday 3 June	Friday 4 June
	Year 11 Pasifika Griffith LEAD camp			
❖ 1.30pm-5.00pm HOD Planning Day, Staff Common Room	❖ 12.00pm-1.00pm Raise Foundation Mentoring Program	❖ 10.00am Campus Exec Meeting – Operational & Strategic	❖ 9.10am-11.30am Year 12 CIA QCAA Essential Maths Exam	❖ 8.30am-8.45am Staff Briefing, Teams
	❖ 12.40pm-1.10pm Virtual Assembly 7-12	❖ 3.00pm-3.45pm Group 2 Meeting	❖ 10.00am-11.30am Sec Exec Meeting, Conference Room	❖ 4-6 June Yrs 6-9 SHEP Program
	❖ 3.00pm-4.30pm "Impacts of trauma and attachment difficulties in a school setting.", Campus Common Room (TBC)		❖ HOD Filming of Subject Selection, Times and Venue TBA	

HR News – Term 2

Welcome back Michael Crawford, Kellie Nicholson (HOD Science) and Dave Chettle. Farewell to Georgia Chapman (DP BSDE).

Conclusion – Farewell and Good Luck

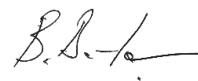
From Brendan: I would just like to thank Pat, The P and C, our Extended Executive, The Senior Leadership Team, our students, staff, parents and the wider community for the fantastic opportunity to work at Woodcrest College over the past twelve months. I have been so grateful of the opportunity to work with such a lovely school community. I will forever remember my time here and I am very thankful of the learning experiences and opportunities that this position has presented me. Woodcrest's people and outstanding culture will ensure continual development and achievement.



Patrick Murphy
Executive Principal
Woodcrest State College



Scott Fields
Head of Primary
Woodcrest State College



Brendan Barlow
Head of Secondary
Woodcrest State College

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: 23/02/2021
(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: (refer to Role of the chaplain or student welfare worker)	
Social and/or emotional support	Community development
<p>As part of the Wellbeing support staff team, provide pastoral care and personal support for students, staff and parents of the school community.</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>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>



Courageous

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.

Friends For Life

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.

Seasons For Growth

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

Provide support for students from all beliefs/faiths who access the Chaplaincy service.

Connecting with churches in the local area to help support students who are already involved in local church groups and activities.

Create a contact list of youth pastors that are in our local area.

Mentoring

Provide support to students identified by teaching staff as required, to normalize behaviour and manage their environment, through the Courageous program. Support students to develop strong work ethics, and check in with those students on a weekly basis, to encourage class attendance.



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 - Breakfast Club
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 fortnightly basis at S.W.A.T meetings 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>Make a formal application to the school for financial support of the Chaplaincy program.</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 \(Qld\)](#)
 - ☐ 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: / /



**Queensland
Government**

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: / /

