

# Woodcrest State College

## Parents and Citizen's Association

### GENERAL MEETING AGENDA

**UPDATED**



DETAILS		Tuesday 15 November 2022 6:30pm (Online only)	Recorded by: Jess Huiskamp
Agenda Item	Details	Minutes	
Open and house keeping	Open meeting and acknowledgement of country.  <i>I'd like to acknowledge the traditional owners of the land which we walk, work, live and meet today. I pay my respects to Elders past, present, and emerging and extend those respects to any Aboriginal and Torres Strait Islander peoples with us here today.</i>  Welcome prospective members.  In order to progress through the meeting in a timely manner please read through all internal and external reports provided before the start of the meeting. A five minute limit will also be placed on all topics on the agenda. At this time a motion will need to be put forward or the topic will be moved to the next meeting, when further information can be provided.  Meeting procedures; Teams 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.	<b>Meeting commences</b> in attendance;  Apologies: Krystal Kay  Cassie Fraser Angella Luttrell Cassie Fraser Debbie Hansen Lee Hobsn POeter Lund Kelset Oakes Sheree Skinner Troy Best Jessica Huiskamp	
	<b>Previous minutes acceptance</b>	<b>Motion:</b> that the previous minutes from 18 October 2022 are a true and accurate record of the previous meeting.	<b>Motion:</b> that the previous minutes from 18 October 2022 are a true and accurate record of the previous meeting. <b>First: Sheree</b> <b>Seconded: Troy</b> <b>Carried</b>
Action items from previous meeting			
	Review current status of all open action items on the action item register.	Items 4-12	
Business Reports			
OSHC		Sales of old Lowes stock Bag samples have arrived – swimming bag, library bag, sports bags, 2 types of school bags.	

		<p>These are NOT mandatory but an option for parents. Some parents have asked for bags and the P&amp;C have identified a provider who supply very good quality with 10 year warranty. To view the samples in person at the start of next year.</p>
<b>Canteens</b>	Update to be provided by Sheree	<ul style="list-style-type: none"> <li>• Primary school canteen is starting to pick up again with both lunches.</li> <li>• Secondary canteen still going strong</li> <li>• Secondary canteen is waiting on information about the possibility of a coffee machine</li> </ul> <p>P&amp;C Buggy – The P&amp;C raised the idea of having a buggy to transport food from secondary to junior canteens, run lunches up to Westech, move uniform stock, events.</p> <p>Westech have a buggy and have done a risk assessment and can provide information on costs, insurance, etc). The P&amp;C will review this information to see whether a buggy is viable from a financial perspective.</p> <p>Lee asked where we would be storing the buggy – to be investigated once we have assessed whether the costs are viable.</p> <p>Risk assessment covers EQ staff – what does this mean if a P&amp;C staff member is driving it. Lee and Debbie to look into this. Item to be held over to the next meeting.</p>
<b>Uniform</b>	Update to be provided by Sheree	
<b>Executive News</b>		
<b>Mail in</b>		
<b>Mail out</b>	Nil	Nil
<b>Exec news</b>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	

<b>Decisions made</b>	•	
<b>Treasurers report</b>	Account balances as at 15 November 2022 attached to the agenda.	Accountants will start sending reports through as soon as Sheree is back in the office
<b>Fundraising</b>		
<b>Previous events report</b>		
<b>Events for 2022</b>	<ul style="list-style-type: none"> <li>• <b>Update provided by Angela</b> <ul style="list-style-type: none"> <li>○ Family photo day – 22 / 23 October</li> <li>○ End of year water fun day</li> </ul> </li> </ul>	<p>Photo day – unable to sell all the spots across two days so we will downsize to one day next year. We raised \$1300.</p> <p>Water fun day –</p> <ul style="list-style-type: none"> <li>• Minimal size as only Sheree and Jess available to help.</li> <li>• Krystal has organised bollards – need to find out how many.</li> </ul> <p>IBC water tank - \$80 for a food grade IBC Would these be useful for the school in any way after the fun day if we were to purchase this. We need somewhere to store them where it is out of the sun and dry. Unlikely the school will need to use them.</p> <p>Peter can still bring his trough and ICB to the fun day.</p> <p>P&amp;C looking to source some smaller troughs.</p>
<b>Donations</b>	P&C proposed spending / funding support for 2023	<p>Lee to send list to the P&amp;C.</p> <p>P&amp;C unable to make final decisions about spending without having all the information.</p> <p>There is an opportunity to connect with arts/music teachers to collaborate on promotion of events and fundraising. Item parked.</p>
<b>Fundraising ideas</b>		<p>P&amp;C shared some of the existing items we contribute to and would like to continue contribute to ongoing, as well as some future plan ideas.</p> <p>Playground plans and quotes have been provided however as the master plan may change the overall layout of the school, it is not viable to plan to build a playground based on the risk it may need</p>

		<p>to be pulled up. The master plan process can take up to 6 months.</p> <p>Question about the interim plan for 4-6 students if the playground cannot be replaced.</p> <p>P&amp;C suggested that we use the money that was originally raised for the concrete painting and was never progressed by the school be used to do concrete painting in the 4-6 area to give the students some play space.</p> <p>There will be a compliance check for the playground in the upcoming weeks.</p>
<b>Fundraising dates for 2023</b>	<p>To be prepared for the next year's fundraising calendar, dates to be decided for 2023 events and added to the school calendar.</p> <p>Events include:</p> <ul style="list-style-type: none"> <li>• Mothers day (added to calendar)</li> <li>• Fathers day (added to school calendar)</li> <li>• 2 primary discos</li> <li>• 1 potential secondary disco (years 7-9)</li> <li>• Family photo day</li> <li>• Fun run (8 September)</li> <li>• 5c challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Disco dates to be discussed at the next school disco meeting. New action item - Lee</li> <li>• Photo day – Saturday 18 November (booked)</li> </ul>
<b>Donations for 2023</b>		<p>The P&amp;C proposed that funds raised at certain events be tied to specific donations, where the donations are ongoing for consumable items.</p> <p>The amounts will be capped at a value agreed upon by the group. Remaining funds will go back in to the funds that can be used across the school.</p> <p>Key consumables are:</p> <ul style="list-style-type: none"> <li>• lunch time sporting equipment for primary school students</li> <li>• replenishing home readers</li> </ul> <p>These are just for primary school but will be linked to the events that are predominantly supported by the primary school community.</p> <p>Other donations can be discussed once the final list has been provided.</p> <p><b>Motion:</b> Up to \$1500 raised by the annual Mother's Day stall will be used to replenish home readers each year.</p>

		<p><b>First:</b> Peter <b>Second:</b> Jess <b>Carried</b></p> <p><b>Motion:</b> Up to \$1000 raised by the Father's Day stall will be used to replenish lunchtime sporting equipment for the primary school (including the prep stock). <b>First:</b> Peter <b>Second:</b> Jess <b>Carried</b></p>
<b>Principals Reports</b>		
<b>Whole Campus</b>	<ul style="list-style-type: none"> <li>Report about the Primary School (to be provided)</li> </ul>	
<b>Secondary School</b>	<ul style="list-style-type: none"> <li>Report about the Secondary School (to be provided)</li> </ul>	
<b>Primary School</b>	<ul style="list-style-type: none"> <li>Report about the overall campus (to be provided)</li> </ul>	
<b>New Business</b>		
	<ul style="list-style-type: none"> <li>Playground plans (to be provided)</li> <li>New school bags for the uniform shop</li> <li>Mothers day stall – P&amp;C seeking approval to spend money on stock for mothers day stall.</li> </ul>	<p>Playground plans discussed above in spending for 2023</p> <p>New School bags discussed as part of uniform update.</p> <p><b>Motion:</b> P&amp;C approved to spend up to \$5000 on stock to sell at the Mothers Day stall. <b>First:</b> Troy <b>Second:</b> Angela <b>Carried</b></p> <p>Advertising for P&amp;C membership – can the school help to promote?</p> <p>School can assist through promoting with new started info pack, having a rep at the pre-prep session.</p> <p>For consideration into the future – utilising Compass app for promotion and push notification.</p>
<b>Membership applications</b>		

<b>New Memberships</b>	<ul style="list-style-type: none"> <li>Acceptance of all new membership applications</li> </ul>	
<b>Next Meeting</b>		
	<ul style="list-style-type: none"> <li>TBA (2023)</li> </ul>	There will be a parent mixer in 21 Feb 2023 and AGM 14 March 2023
<b>Meeting close</b>		
		<b>Time:</b> 8:05 pm

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## Your accounts

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Transfer funds

Make a payment

## ⊖ Cash

Account	Available	Current balance	
Westpac Community Solutions O... 034-130 218353	\$22,708.87	\$22,708.87	▼
Westpac Community Solutions O... 034-130 218361	\$0.00	\$0.00	▼
Westpac Community Solutions O... 034-130 218388	\$174,230.15	\$174,230.15	▼
Westpac Community Solutions O... 034-130 218396	\$189.20	\$189.20	▼
Westpac Community Solutions O... 034-130 218409	\$33,039.53	\$33,039.53	▼
Westpac Community Solutions O... 034-130 218417	\$500.00	\$500.00	▼
Westpac Community Solutions O... 034-130 218425	\$92,527.24	\$92,527.24	▼
Westpac Community Solutions O... 034-130 282611	\$38,739.40	\$38,739.40	▼
Cash accounts total	\$361,934.39	\$361,934.39	