

# Woodcrest State College

## Parents and Citizen's Association

### GENERAL MEETING MINUTES



DETAILS	Tuesday 18 October 2022 6:30pm	Recorded by: Jess Huiskamp
Agenda Item	Details	Minutes
<b>Open and house keeping</b>	<p>Open meeting and acknowledgement of country.</p> <p><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></p> <p>Welcome to our new executive principal, Debbie Hansen.</p> <p>Welcome prospective members.</p> <p>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.</p> <p>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.</p>	<p><b>Meeting commences</b> in attendance; Deb Hansen Lee Hobson Kelsey Oakes Krystal Kay Sheree Skinner Cassie Fraser Angela Luttrell Alfio Balsamo Troy Best Peter Lund Sam Buckley Jess Huiskamp</p>
<b>Previous minutes acceptance</b>	<p><b>Motion:</b> that the previous minutes from 26 August 2022 are a true and accurate record of the previous meeting.</p>	<p><b>Motion:</b> that the previous minutes from 26 August 2022 are a true and accurate record of the previous meeting. <b>First:</b> <b>Seconded:</b> <b>Carried</b></p>
<b>Action items from previous meeting</b>		
	<p>Review current status of all open action items on the action item register.</p>	<p>Item 3 – End of year water fun day - Booked for the last day of school - Friday December. Secondary students will have a timeslot for the morning and primary classes will be staggered across the day.</p>

		<p><b>New Action</b> Peter possibly has a prize that can be donated to the fun day for use by the students. To be confirmed and discussed at the next meeting.</p> <p>Item 4 – Drainage issues where the 4-6 playground is – A walkthrough with a professional drainage contractor was done. This also needs to now be sent to Deb and Lee to factor into the bigger future plan for the school and whether the investment fits within this master plan.</p>
<b>Business Reports</b>		
<b>OSHC</b>	<p>Update to be provided by Sheree</p> <p>The OSHC closed last day of term due to the lack of qualified staff available</p> <p>The tender was successful for the YMCA and they will commence soon.</p> <p>The OSHC room has been cleared out and is ready for the YMCA to move in</p> <p>BOND refunds are underway for the parents of OSHC.</p>	No questions from the meeting
<b>Canteens</b>	<p>Update to be provided by Sheree</p> <p>The canteens continue to smash records in the secondary and the primary is back to we were prior to our drop in sales last year.</p> <p>Future things to consider for the canteen;</p> <ul style="list-style-type: none"> <li>• Golf cart</li> <li>• Coffee machine</li> <li>• Vending machines for West tec and primary staffroom</li> <li>• Phone charging station in secondary canteen</li> <li>• Another POS for the secondary</li> </ul>	Update provided by Sheree. Flagged with Deb that bigger kitchens for the canteens will need to be considered in the master plan to accommodate an increase in student numbers. The secondary canteen is already operating at maximum capacity.
<b>Uniform</b>	<p>Update to be provided by Sheree</p> <p>Uniform shop is quiet as is expected this time of year. We re planning on a sale next month on skorts as we have a massive store of them from Lowes still and we will try to get rid of the last of Lowes winter stock.</p>	<p>The P&amp;C have asked the school for use of a room to store the uniform stock that will be needed for the back to school period. Possibly the secondary exec school room or the pathway building. The location needs to be relatively close to the uniform shop.</p> <p>New Action Item – Sheree/Steph to provide Kelsey with timeframes</p>

	We will also have a sale at the end of the year to help reduce the craziness that was the beginning of the year sales.	
<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>	<ul style="list-style-type: none"> <li></li> </ul>	<b>First:</b> <b>Second:</b> <b>Carried</b>
<b>Treasurers report</b>	<p>For the future stability of the P&amp;C, and to reduce potential obstacles, we have handed over the general accounts to be completed by a professional bookkeeper at GJ Walsh.</p> <p>Accounts are still looking healthy, and we are continuing to grow as a business with our remaining streams of canteens and uniform shop.</p> <p>Account balances as at 17 October 2022 attached to the agenda.</p>	No questions from the meeting
<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 (booked)</li> <li>End of year water fun day – to be discussed</li> </ul> </li> </ul>	End of year fun day discussed. Please refer to updates at the beginning of the minutes.
<b>Donations</b>	<p>Can HODS (or responsible area representatives) please submit applications for donations for the new year <b>before the beginning of November</b> to allow us to consider and discuss as a group at the next meeting.</p> <p>We have a collection of ideas from last year already for consideration but we would like this call out to be advertised to all staff so all groups have the opportunity to discuss.</p> <p>The P&amp;C are potentially looking at locking in recurring fundraising events to continuously replenish things at the school, such as Mother's Day Stall could go to replenishing home readers, Father's Day Stall could go to the Primary PE lunchtime sporting equipment.</p>	<p>School staff have asked that all the requests from staff come through the exec team to ensure that they determine what the school can subsidise, what can be suggested to the P&amp;C, and to ensure planned expenditure by the P&amp;C aligns with the school master plan.</p> <p><b>New Action Item</b> – HODs/principals to present suggestions to the P&amp;C so decisions can be made about what the P&amp;C will contribute funds towards.</p>

	We would like other ideas of items that need constant replenishment throughout the school also to tie them to events ran every year at the school.	
<b>Fundraising ideas</b>		
<b>Fundraising dates for 2023</b>	<p>To be prepared for the next year's fundraising calendar by having dates locked in for 2023 events at the next meeting in November.</p> <p>Events include:</p> <ul style="list-style-type: none"> <li>• Mothers day</li> <li>• Fathers day</li> <li>• 2 primary discos</li> <li>• 1 potential secondary disco (years 7-9)</li> <li>• Family photo day (already locked in for dates)</li> <li>• Fun run (8 September)</li> <li>• 5c challenge</li> </ul> <p>Dates will be locked in at the November meeting and added to the school 2023 calendar.</p> <p>There is a flyer as part of the meeting documentation for consideration by the P&amp;C as an option for one of the primary disco events.</p> <p><a href="#">School Fundraisers   Party Higher</a></p> <p><b>Colour Run 2023 update</b> – a decision needs to be made about colour / slime and whether there will be an opt in for high schoolers.</p>	<p><b>Colour run</b></p> <ul style="list-style-type: none"> <li>• The P&amp;C discussed the next Colour Run and whether to have slime, colour or both.</li> <li>• It was noted that color powder can present an asthma risk.</li> <li>• Suggested that a survey be put to the students and parents to see what the preference is. This will need to be hosted on survey manager.</li> <li>• A decision will need to be made by early next year.</li> <li>• Consideration to be given as to whether the colour run could be tied to an end of year celebration for the snr school students.</li> <li>• <b>New Action Item:</b> P&amp;C to draft a survey for students and parents with results to inform the decision about slime or colour (noting a risk assessment will also be a deciding factor).</li> </ul> <p><b>Party Higher</b> – this fundraising option was discussed however pricing at ~\$30 per head makes this inaccessible to many families and not suitable at this time.</p> <p>Fundraiser dates – Lee will check the school calendar and provide proposed dates for events at the next meeting.</p> <p>Exec have requested at the next meeting a spending budget be decided upon for the mothers day stall.</p> <p>Prizes of a movie afternoon to be awarded to the class that won the fundraising – action item – Peter and Kelsey to follow up</p>
<b>Donations for 2023</b>		
<b>Principals Reports</b>		
<b>Primary School</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>Whole Campus</b>	<ul style="list-style-type: none"> <li>Report about the overall campus (to be provided)</li> </ul>	
<b>New Business</b>		
	<p>The school was successful in winning the SSS grant and official advice has now been received. This money is to be used for the basketball court rejuvenation.</p> <p>FISAF come and try sessions have been held in the past few weeks and have been gaining some interest.</p> <p>It has been suggested that next year, the F2F meetings are held at an earlier time. This will be considered in the next year P&amp;C planning.</p>	
<b>Membership applications</b>		
<b>New Memberships</b>	<ul style="list-style-type: none"> <li>Acceptance of all new membership applications</li> </ul>	All in favour. Welcome to Quinn and Nicky.
<b>Next Meeting</b>		
	<ul style="list-style-type: none"> <li>15 November (MS teams only)</li> </ul>	
<b>Meeting close</b>		
		<b>Time: 7:55 PM</b>

## Account balance as at 17 October 2022

Account	Available	Current balance	
Westpac Community Solutions O... 034-130 218353	\$22,708.87	\$22,708.87	▼
Westpac Community Solutions O... 034-130 218361	\$1.74	\$1.74	▼
Westpac Community Solutions O... 034-130 218388	\$185,571.90	\$185,571.90	▼
Westpac Community Solutions O... 034-130 218396	\$1,052.60	\$1,052.60	▼
Westpac Community Solutions O... 034-130 218409	\$31,524.25	\$31,524.25	▼
Westpac Community Solutions O... 034-130 218417	\$500.00	\$500.00	▼
Westpac Community Solutions O... 034-130 218425	\$93,349.18	\$93,349.18	▼
Westpac Community Solutions O... 034-130 282611	\$19,478.27	\$19,478.27	▼
Cash accounts total	\$354,186.81	\$354,186.81	



## UNIQUE SCHOOL EVENT IDEA

### Silent Disco School Events Include:

- Latest technology – each child provided a headset!
- Professional facilitators
- Children fully engaged
- Effective for children of all abilities
- COVID-SAFE available indoor or outdoor
- 24 month rescheduling policy

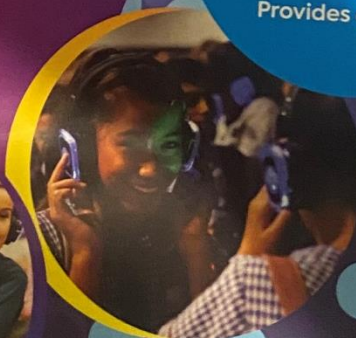
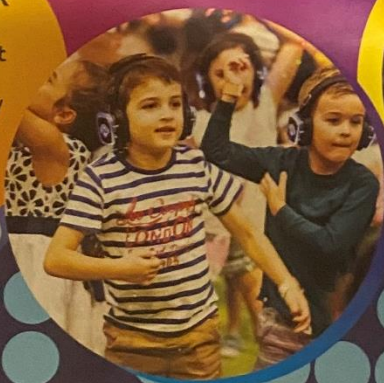


### LEARNING OUTCOMES

Builds confidence  
Promotes team work  
Provides exercise

### PERFECT FOR

School disco  
End of term event  
Reward day  
Graduation party  
School incursion  
Fundraiser/fete



Scan to learn more about  
our Melbourne Venue



Scan to learn about our  
School Events and our Six  
Unique Incursions



**FREECALL 1300 7 DISCO or [PARTYHIGHER.COM.AU](http://PARTYHIGHER.COM.AU)**