

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



| DETAILS | | Tuesday 21 June 2022 6:34pm | Recorded by: Sheree Skinner |
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| Agenda Item | Details | Minutes | |
| Open and house keeping | <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 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>Meeting commences: 6.34pm, in attendance; in person; Cassie Fraser, Troy Best, Sheree Skinner Jeff Jones, Rebecca Norman, Lyn Howell Teams; Katie Bishop, Sam buckley, Peter Lund, Kelsey Oakes, Alfio Balsamo, Angela Luttrell.</p> | |
| Previous minutes acceptance | <p>Motion: that the previous minutes from 17 May 2022 are a true and accurate record of the previous meeting. <i>Note: Rhonda replied via email to state she believed they were accurate.</i></p> | <p>Motion: that the previous minutes from 17 May 2022 are a true and accurate record of the previous meeting. First: Sheree Seconded: Troy Carried Yes</p> | |
| Guest Presentation | <p>Lyn and Rebecca from the Primary Sustainability Group – presentation on what has been achieved over the last 6 months.</p> | <p>Lyn and Rebecca with the assistance of Sam walked the P&C through a great presentation of what the sustainability team have been achieving over the last year. The team has received many different grants and donations which has allowed them to complete the first step in their sustainability plans for the school. They made special mention to thank the P&C for their contribution of sourcing \$5000</p> | |

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| | | <p>of donation money from the Ipswich city council.</p> <p>The sustainability team and big plans for their new spaces and the P&C have asked them to keep us updated.</p> |
| Business Reports | | |
| OSHC | <p>Overview of the OSHC presented by Sheree:</p> <p>OSHC has reduced the need for extra Randstad staff by contracting 2 Randstad staff for a term fee, rather than booking them in daily with their higher rate. This has allowed the OSHC to start turning a small profit again. Debt is being chased up by our third party Xplor contractor. They are still finding mistakes that Xplor have made when we changed to them. We will be seeking compensation for the time this has taken from our staff and our third party staff to manually fix as they have not effectively helped fix the issues. We are almost full at 30 kids per day for the vacation care coming up, and have a waitlist on 2 of the days. We are currently trying to accommodate the waitlist by putting on more staff for the vacation care period.</p> | |
| Canteens | <p>Overview of the Canteen presented by Sheree:</p> <p>The secondary Canteen has been seeing consistent sales higher than ever before. We always bring in a minimum of \$1000 a day now and have been almost hitting \$1600 of income a day on a number of occasions. Steph and her team have been working hard improving the recipes and changing the way we display our home cooked items and allowing the kids to taste test items. These simple things have greatly increased our home made sales and has allowed us to start moving away from the large amount of burgers that we would normally make to give the students a healthier, more filling lunch.</p> <p>We have a new staff menu made from the staff feedback and plans have been put in place to start this next term.</p> <p>Primary canteen is still consistent in their sales. We have been unable to recruit student helpers for lunch time assistances which we very much will need as the warmer months come. We have planned an aggressive advertisement campaign for term 3 and 4 to help raise sales in the primary canteen, including a couple of pop up tables in the pick up area.</p> | |
| Uniform | <p>Overview of the Uniform shop presented by Sheree:</p> <p>The response from the new winter uniform choices could not have been better. I think that the response has exceeded expectations and it is clear that we</p> | |

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| | need to order many more long sleeve polo's for next year, given we are already out of several sizes. Orders for next year have been made and are expected to arrive in October. We still need to find a location to store uniform stock. | |
| Executive News | | |
| Mail in | | |
| Mail out | Nil | Nil |
| Exec news | <ul style="list-style-type: none"> No updates | |
| Decisions made | <ul style="list-style-type: none"> | First: Second: Carried |
| Treasurers report | <p>Presented by Sheree / Troy –</p> <p>The P&C's financial position is looking strong. We are waiting to find out if the school was successful in their SSS grant for the promised \$50k donation. Please see the bank balances below.</p> <p>The bank balances are shown in the appendix below.</p> | <p>Jeff asked if the monthly reports for the school were ready, Sheree informed the committee that the files were ready however she was still waiting the return of the the selected mode of transfer (a USB stick). Jeff has said that it will be returned tomorrow.</p> |
| Fundraising | | |
| Previous events report | | |
| Events for 2022 | <ul style="list-style-type: none"> Upcoming dates <ul style="list-style-type: none"> Fathers day stall – 31 Sep/1 Oct (TBC) Disco – (TBC) Family photo day – 22 / 23 October (booked) Fathers day stall - a member of the school community has raised their hands to run the stall. The stall will be on the 31 august. Items have already been purchased and have started arriving. We loved having a couple of the school leading helping us with the stall and would like to continue that again. | Motion: First: Seconded: Carried/Lost <p>Sheree informed the committee that a member of the school community has raised their hand to run the father's day stall and items have already been purchased.</p> <p>Cassie noted that we were still awaiting some appropriate dates from the school regarding if a disco could go ahead or not this year.</p> |
| Donations | P&C SSS donation – Peter to provide more information | Motion: First: Seconded: Carried/Lost |
| Fundraising ideas | | |

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| Fundraising dates for 2022 | • | |
| Donations for 2022 | • | |
| Action items from previous meeting | | |
| | <p>Review current status of all open action items on the action item register.</p> <p><i>Item 2: (Sheree and Peter to work out suitable dates for the fundraising events – held over from last meeting)</i></p> | This task still has not been completed and will be looked at again next meeting. |
| Principals Reports | | |
| Primary School | <ul style="list-style-type: none"> Report about the Primary School please see attached | Peter spoke of how the attendance was low for this time of year, sitting at around 80%. He updated us on the progress of the painting and touched on the work that will be carried out over the school holidays. |
| Secondary School | <ul style="list-style-type: none"> Report about the Secondary School please see attached | Kelsey spoke of the success of the year 11 leadership camp and a number of staff rotations that will be happening soon, including a new dept. principle Ms. Fields. |
| Whole Campus | <ul style="list-style-type: none"> Report about the overall campus please see attached | <p>Jeff discussed the upcoming big day out and announced that we have been unofficially told that we will receive the SSS grant that the school applied for last year. Jeff also announced a 2.1m upgrade to the arts department and touched again on the upcoming WesTec expansion. Jeff spoke of a number of staffing changes that were happening with in the administration of Woodcrest and how a number of administration had recently attended QSPA and QASSP conferences.</p> <p>Jeff also spoke of how the old pathways building was soon going to be used as the whole campus sick bay.</p> <p>Sheree asked about the possibility of opening the gates to the car parks within school time to allow parents to pick up their sick child rather than walking through the school, Jeff responded that they were already looking into this and the parents would be able to drive up to the pathways building to pick their sick or injured child up.</p> <p>Sheree congratulated the school on so many exciting endeavours happening soon at the school and enquired if the</p> |

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| | | <p>4/5/6 forte was still on their wish list of items they would like to find the money for, as the P&C would only have about half the minimum required amount to replace the half that no longer meets code. Jeff has told the committee that it is defiantly still on the list and at the forefront of their minds that half the structure needs replacing. He mentioned that another SSS grant maybe the way to go for this to be repaired.</p> <p>The school financials where presented and Cassie mentioned a thank you for including a 'snap shot' page of the accounts for those who do not have an accounts background.</p> |
| New Business | | |
| | <ul style="list-style-type: none"> A calendar is being put together for prep parents for next year. The P&C need to confirm the dates to be included on this calendar. Please see attachment to the agenda for the calendar dates. <p>25 Year Anniversary – Cassie to provide an update on the P&C involvement. The P&C has been in consultation with Brittany and Carmen during the planning stages of the 25yr Anniversary Event. Executive P&C members will be running a sausage sizzle on the day of the event, in addition to a raffle. The raffle tickets will be available to purchase online prior to the day, and advertised at Father's Day events the week before. We have just begun the process of reaching out to the community for donations. Prizes will be drawn during the event.</p> <ul style="list-style-type: none"> Three questions about the uniform guidelines: <ol style="list-style-type: none"> There have been quite a number of complaints and posts lately regarding the uniform guidelines. One of the most brought up items is why joggers, which are mesh fabric, are allowed but canvas shoes, which would provide more OH&S protection, are not? The P&C would like to be able to answer this question for the school community and can be united with the school in ensuring that a consistent answer is being heard across the board. Note: for most uniform related questions, the P&C can provide people links to reference Student Dress Code document | <p>Motion: First: Seconded: Carried/Lost</p> <p>The P&C is awaiting suggested dates for next years events to be put in the calendar for next year.</p> <p>Cassie presented on the upcoming 25 year anniversary event happening in September this year. The P&C will be running a BBQ and raffle on the day. Cassie has already made contact regarding donations for the raffle.</p> <p>Uniform. Alfio answered the question surrounding the canvas shoes. A number of years ago and again recently Alfio conducted a large amount of research surrounding canvas shoes. The reasons that the school does not allow them are as follows;</p> <ul style="list-style-type: none"> - Canvas shoes do not offer the level as arch support for the foot then that of a jogger - Joggers generally have more longevity than canvas shoes - No other school in the area allow canvas shoes - Canvas shoes are not multipurpose shoes and are not made for multiple activities such as sports. |

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| | <p>however, there is no specific answer we can provide for the question about footwear.</p> <p>2. When will the review and consultation process for the Uniform Guide (included in the 2021-24 CoC document) commence? When and how does the school intend to receive input from the community? There is an overwhelming number of uniform related on team Woodcrest and the P&C want to ensure all parents/carers are given enough notice about the review and consultation process, including timeframes and relevant meeting dates.</p> <p>3. Will the uniform guidelines need to be updated with the new uniform items.</p> | <p>Alfio and Jeff advised the P&C not to answer any questions regarding the uniform, instead directing them to the contact the school to receive clarification.</p> <p>Sheree spoke about getting all the teachers on the same page about discipline regarding the uniform as team Woodcrest users have reported quite a bit of some students getting detention and others not. Kelsey advised the P&C that all teachers knew what was expected of them with regards to enforcing the guide.</p> <p>Alfio advised that the next uniform guide update will be happening next year and that the P&C would be consulted.</p> <p>The new winter items have been updated in the uniform guide. Jeff showed the P&C the new guide with the new additions.</p> |
| Membership applications | | |
| New Memberships | <ul style="list-style-type: none"> Acceptance of all new membership applications | No new members to accept |
| Next Meeting | | |
| | <ul style="list-style-type: none"> 19 July (MS Teams only) 16 August (MS Teams only) 18 October (in person, MS teams available) 15 November (MS teams only) | |
| Meeting close | | |
| | | Time: 7.26pm |

Upcoming dates for the inclusion on the 2023 Calendar.

| 2023 P&C Dates | |
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| Meet & Greet | Tuesday 14 Feb |
| AGM and first GM (in person) | Tuesday 14 March |
| P&C general meeting – zoom | Tuesday 16 May |
| P&C general meeting – in person | Tuesday 13 June |
| P&C general meeting – zoom | Tuesday 15 August |
| P&C general meeting – in person | Tuesday 12 September |
| P&C general meeting – zoom | Tuesday 14 November |

| 2023 Event dates | |
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| Mothers' Day Stall | 10 May |
| Fathers' Day Stall | 30 August |
| Family Photo Event | 20-22 October |
| Colour Run | TBA |
| 5c Challenge (primary only) | TBA |
| Disco (primary only) | TBA |
| Raffle | Term 4 |
| End of Year Fun Day | TBA |

P&C Bank Balances

| Account | Available | Current balance | |
|---|--------------|-----------------|---|
| Canteen (snr) 034-130 218425 | \$82,421.46 | \$82,421.46 | ▼ |
| Debit Card Account 034-130 218396 | \$628.14 | \$628.14 | ▼ |
| Fundraising Account 034-130 218409 | \$27,088.70 | \$27,088.70 | ▼ |
| Main P&C Account 034-130 218353 | \$23,808.87 | \$23,808.87 | ▼ |
| OSHC 034-130 218388 | \$137,115.51 | \$137,115.51 | ▼ |
| PAYG & Superannuation 034-130 218381 | \$0.00 | \$0.00 | ▼ |
| Tuckshop (jnr) 034-130 218417 | \$218.06 | \$218.06 | ▼ |
| Uniform Shop 034-130 282811 | \$20,381.38 | \$20,381.38 | ▼ |
| Accounts total | \$291,662.12 | \$291,662.12 | |