

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



DETAILS **Tuesday 16 August 2022 6:30pm**

Recorded by: Jessica Huiskamp

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 in attendance;</p> <p>Angela Luttrell Sheree Skinner Krystal Kay Cassie Fraser Alfio Balsamo Lee Hobson Jeff Jones Kelsey Oakes Sam Buckley Rebecca Thui</p> <p>Apologies: Katie Bishop; Peter Lund</p>
Previous minutes acceptance	Motion: that the previous minutes from 21 June 2022 are a true and accurate record of the previous meeting.	Action – The minutes to be sent to Cassie and Jeff for review and approval. To be confirmed at the next P&C meeting.
Action items from previous meeting		
	Review current status of all open action items on the action item register.	No open action items
Business Reports		
OSHC	<p>Overview of the OSHC presented by Sheree:</p> <p>the OSHC is almost at maximum capacity, only having a few spaces left every fortnight in the mornings. We have lost a valued staff member for 6 weeks while they complete some uni prac so we will be relying on Randstad once again to fill in the blanks.</p>	No questions from the group

	<p>The last vacation care went very well, and the kids had some excitement with all the emergency services coming to the school grounds on the last day of the vacation care period. The staff handled the situation very well, this being the first time that the OSHC has been evacuated other than trial runs.</p> <p>Plans for the next vacation care period are well under way.</p>	
Canteens	<p>Overview of the Canteen presented by Sheree:</p> <p>he canteens have seen a significant increase in sales over the last term, specifically in the secondary canteen and to a lesser extent the primary. The secondary canteen is routinely bring in over \$1600 of income (not profit) a couple of times a week which is an increase of over 20% from the top sales of last year. This incredible increase in sales is no doubt due to the improved recipes and new menu options that the staff are now offering. We are now holding stock in the ovens to bring out mid break as the hot boxes can not hold it all. If sales continue to hold at this amount or increase we will need to look at operating a 3rd POS through breaks and look into how we will store anymore hot food waiting to be sold.</p> <p>The primary canteen has also increased in sales which is great news, Steph started her advertising campaign this term, with fb posts and newsletter add ins. We are within 10-15 orders a day to be back to our highest sale times of 2020. Steph also opened the primary canteen again for second break orders as well.</p> <p>The canteen launched a staff menu a couple of weeks ago, we asked the staff what they wanted and received a good response back. The results were 50/50 healthy food to pub food. We took that onboard and Steph created a menu with classic pub food options, healthy home made options and a range of GF, DF, V and homecooked stamped items. The staff's immediate response was very positive, we also changed the way they can order, allowing them to order through text or the canteen ext, rather than the online system and we have been receiving orders each day which we have received good feedback on as well. Steph is developing frozen meals for the staff as well so they can be purchased at anytime to be reheated by the staff, allowing us to target staff that do not have lunch at the regular times.</p> <p>In the near future the canteen may want to look into a small coffee machine for the staff, another POS</p>	No questions from the group

	system, more hot boxes in the canteen (which means a different layout as we have already used all space available) and ways to deliver food to the teachers outside of break times.	
Uniform	<p>Overview of the Uniform shop presented by Sheree:</p> <p>The uniform shop has dropped in sales as we would expect for this time of year. We need to look at having a sale some time in October or November to entice parents to purchase next years uniforms this year. Official have already received a number of our items. Our expected delivery was September/October however we need to find a place to store everything as our uniform shop is already overflowing with boxes.</p>	No questions from the group
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>Treasurer's report</p> <p>the P&C accounts are looking very strong right now, this month BAS and Super from last quarter will be taken out and the canteen is still holding a small amount of money for the uniform shop (as all funds going into this account) but we can see that all accounts are looking very healthy.</p> <p>Please find accounts balances as an attachment to this agenda</p>	No questions from the group
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 August Disco – UPDATE - there will not be a disco held this year as no date was decided upon Family photo day – 22 / 23 October (booked) End of year water fun day – to be discussed (Angela) 	Motion: First: Seconded: Carried/Lost Father's day full steam ahead and being run by a volunteer. Family Photo Day – advertising to start after the school holidays.

		<p>End of year water fun day – Thinking of doing the whole school across three sessions. Angela and Sheree will organise and run if the school would like to go ahead. It will be smaller than last year due to time constraints of the volunteers. Happy to work around other end of year events and cleaning that is on.</p> <p>Action - Kelsey will talk to Jeff, Peter, and the DPs tomorrow (17 August) at the exec meeting To be confirmed at the next general meeting.</p>
Donations	<p>The P&C agreed to donate a sum of \$2500 out of the Colour Run fundraising money to the Primary PE department. This agreement was made at the General Meeting 15 March to cover the cost of the obstacle courses they rent.</p> <p>Motion: to pay Primary PE the sum of \$2500 out of the funds raised from the colour run.</p> <p>The Sustainability Primary Team are seeking assistance in acquiring some urgently needed items for the gardening/outdoor learning area:</p> <ul style="list-style-type: none"> • small shed to hold gardening tools, plant pots and equipment. As discussed at the last meeting, tools are currently stored in several areas and it is time consuming to gather them each lunch time. Advice has been received that a slab will also be required for the shed due to height restriction. • gardening hose to fill up the new water-saving garden beds. <p>Sam Buckley is working towards providing new sports equipment for lunchtimes and is seeking funding assistance to purchase a storage shed. A slab will also be required for this shed.</p> <p><i>Please note: this has been updated since the draft agenda was issued to advise of the requirement for a slab for the sheds due to advice Sam received from the school.</i></p> <p>The Primary Sustainability team are also looking to start their outdoor learning spaces with some native (stingless) bees and beehives. At this time, they have not provided projected costs or timeframes.</p>	<p>Motion: P&C to pay Primary PE the sum of \$2500 out of the funds raised from the colour run. First: Sheree Seconded: Jess Carried</p> <p>Sheds</p> <ul style="list-style-type: none"> • Jeff advised there are a number of factors that must be considered before a shed and slab can be placed on school grounds including: crime prevention, environmental design, departmental standards, and alignment to the current Master Plan for Woodcrest. <p>Items for the sustainability team</p> <ul style="list-style-type: none"> • In addition to the hose and sheds, Sam also requested additional wheelie bins to accommodate the increased amount of recycling being done by the team. • Jeff has advised that smaller items such as the wheelie bins and hose to be purchased by the school. <p>Native Bees</p> <ul style="list-style-type: none"> • Cost for the bees and hive is approximately \$500 each and the school is looking to acquire 2.

		<ul style="list-style-type: none"> • Consideration to be given to the surrounds for the bees (e.g. adequate food source, etc • The proposal for the bees will have be endorsed at the WHS meeting. Next meeting is 18 August – Jeff to add to the next agenda. • The P&C are supportive of the concept of introducing native bees. Further discussion around providing funding for this can continue once the proposal has been WHS approved. <p>Motion: In principle support for the Primary Sustainability team for funding to purchase Native Bees to include in the primary outdoor learning spaces. First: Cassie Seconded: Angela Carried</p>
Fundraising ideas		
Fundraising dates for 2023		
Donations for 2023	<ul style="list-style-type: none"> • 	
Principals Reports		
Primary School	<ul style="list-style-type: none"> • Report about the Primary School (to be provided) 	Full details are included in the report.
Secondary School	<ul style="list-style-type: none"> • Report about the Secondary School (to be provided) 	<p>Kelsey provided an overview of the report. There has been a number of staff changes due to staff opportunities, covid, teacher shortages.</p> <p>Monday the school celebrated students with outstanding academic achievement in Semester 1.</p> <p>The transition of year 6 students to year 7 is reflected in their mid year grades with the year 7 cohort meeting their target grades.</p> <p>Year 10 making first steps in pathway planning.</p>

		<p>Thank you to the canteen who have been helpful in providing rewards for students for 100% attendance.</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus (to be provided) 	<p>Jeff provided an overview of the report.</p> <p>Welcome to Lee Hobson who is backfilling Rhonda Smith.</p> <ul style="list-style-type: none"> There are a number of recruitment activities underway to fill teaching positions. The school is looking at spending about \$5000 towards some urgent playground repairs Woodcrest has been successful in receiving the Careers capability development grant. School fin statements showing as financially viable – this is due to the funding that has been set aside to invest in staff upskilling and training. Due to shortages, the school has been unable to get the relief staff needed allow teachers the time to attend. House mascots – as part of ongoing work with the school culture, the school have been engaging with students about things that matter to them. Out of this engagement has come an opportunity to update and revamp the school house mascots and start to embed a culture of house spirit within the school. This includes making sure students are aware of the houses they are in – matching up numbers of students across each house and building that culture. The redesign includes a change to the colours to replace blue with purple and red with orange. The house names remain unchanged. A decision was made by the school to move away from red and blue because of its potential association with gang colours.

		<p>As with all changes, a transition period would apply for the colour changes, allowing students and parents to adjust.</p> <p>It was noted that from a retail perspective, it can be hard to find shirts in orange and purple which could make it difficult for students and carers to provide house coloured clothing for events.</p> <p>There is an opportunity for the exec team to discuss whether the uniform shop might be able to provide an option.</p> <p>Motion: The P&C endorse the new mascot designs for the school houses. All in favour Carried</p>
New Business		
	<ul style="list-style-type: none"> • Primary Sustainability team – to discuss upcoming ideas (Sam/Rebecca) • 4/5/6 Fort – The P&C are looking to invest over \$40,000 for the rejuvenation of the play area but would like the school to consider contributing funds to fix the drainage issues in the area. The drainage in the area is quite bad, leaving the area like a swamp after a small shower. • Uniform shop suggestion – Jess I think it would be beneficial to parents shopping online to see the uniform pieces being worn. If we had willing students (with permission) could we ask them to model the uniform. Do we have any photography students that would be interested or would benefit from providing photography service? • QCPCA Constitution Review – the final draft of the new QCPCA constitution is now available. Members of the QCPCA will be asked to vote to adopt the new constitution at the AGM in October. 	<p>Sheree has asked the school to consider covering the costs for the potential issues with retaining walls, drainage, other preparation works that may be required for the space. Jeff has suggested the P&C provide details of the play equipment concept and then do a walkthrough with Jeff to consider what types of preparation works might need to be done.</p> <p>Action: Sheree, Tahnee, Jeff to do a walk through. To be discussed further at the next meeting.</p> <p>Planning for the 25 year anniversary is on track with Raffle, sausage sizzle, complimentary sausage and drink for staff. 250 confirmed response to say they are coming. 150 student performers on the day. Expecting 500 to 1000 people in attendance.</p> <p>Alfio will send through an itemised programme for the day to the P&C exec.</p> <p>Uniform photography – no objection from the school with using students if we have parental permission. There may be some students in the media class who might want to assist.</p>

		<p>Action: Jess to reach out to Kelsey and discuss further.</p> <p>Financials – Troy will be providing the financial reports to the school on an ongoing basis.</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"> 18 October (in person, MS teams available) 15 November (MS teams only) 	
Meeting close		
		Time: 7:34pm

P&C Bank Balances as at 9 August 2022

Account	Available	Current balance	
Canteen (snr) 034-130 218425	\$79,016.23	\$79,016.23	▼
Debit Card Account 034-130 218396	\$860.42	\$860.42	▼
Fundraising Account 034-130 218409	\$24,999.60	\$24,999.60	▼
Main P&C Account 034-130 218353	\$22,708.87	\$22,708.87	▼
OSHC 034-130 218388	\$180,382.90	\$180,382.90	▼
PAYG & Superannuation 034-130 218361	\$0.00	\$0.00	▼
Tuckshop (jnr) 034-130 218417	\$459.92	\$459.92	▼
Uniform Shop 034-130 282611	\$46,995.07	\$46,995.07	▼
Accounts total	\$355,423.01	\$355,423.01	

Donation request items

Lower shed for sporting equipment

☐ Compare

Special Order

**ABSCO
SHEDS**
Be Tough, Not Easy

Absco Sheds 2.26 x 0.78 x 1.31m Monument Bike Shed

★ ★ ★ ★ ★

(22)

4 colours

\$342

Gardening shed / Hose

☐ Compare

Special Order

**ABSCO
SHEDS**
Be Tough, Not Easy

Absco Sheds 2.26 x 0.78 x 1.95m Monument Single Door Space Saver Garden Shed

★ ★ ★ ★ ★

(13)

4 colours

\$509

☐ Compare

POPE

Pope 12mm x 30m Handy Garden Hose

★ ★ ★ ★ ★

(71)

\$32.29