

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING MINUTES



DETAILS		Tuesday 15 th March 2020 7.30pm	Recorded by: Jessica Huiskamp
Agenda Item	Details	Minutes	
Open and Welcome	Welcome prospective members 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.	Meeting commences: 7:02 pm Attendees: Krystal Kay Cassie Fraser Jeff Jones Peter Lund Sheree Skinner Jess Huiskamp Kylie Walas Kelsey Oakes Troy Best Sera Jones Katie Bishop Alfio Balsamo Steve Palmer Angela Luttrell Rhonda Smith Apologies: Nicki Kelly	
Previous minutes acceptance	Motion: that the previous minutes from November 16 2021 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: Angela Seconded: Krystal Carried	
Business Reports			
OSHC	A brief overview of the OSHC Our 2022 Coordinator Tahnee has moved onto her next adventure and the P&C are looking hard for our next coordinator. We have had a 2IC start and along with a couple of good staff and temp agency help we have seen growth within the OSHC. some afternoons are now hitting our self-imposed cap of 60 and our books are close to being closed. Next steps for the OSHC is to find a passionate and motivated Coordinator and to start visiting larger centers to see how they manage so	Jeff queried whether is currently a waiting list. No, and the service is licenced for 120. How we might grow past our self-imposed limit is something to be discussed as with the new coordinator when they are on-boarded. Currently a third party has been contracted on a month to month basis to manage OSHC paperwork so the	

	<p>many children to allow us to start putting plans in place to expand.</p> <ul style="list-style-type: none"> • Table open to questions 	educators and Operations coordinator can focus on their primary roles.
Canteens	<p>An overview of the Canteen</p> <p>Our 2022 coordinator Vicki has also moved onto her next adventure. The P&C have replaced her with a new coordinator named Stephanie. Stephanie is a qualified chef and is excited to improve our current menu. She has already started by tweaking our current recipes and planning has started for more inclusive menu options for the staff of Woodcrest. Due to the low number of order received each day in the Primary school canteen the secondary is now preparing all pre orders and they are being delivered to the primary for distribution. Our generous volunteer that had been opening the primary canteen for us at second break can no longer assist so we have had to put another staff member on longer hours to accommodate keeping the primary canteen open for over the counter sales at second break. By closing the primary canteen and bring the coordinator back into the kitchen more we have been able to complete the same tasks with a reduced amount of staff which is allowing us to start seeing profits from the canteen again.</p> <ul style="list-style-type: none"> • Table open to questions 	<p>Kelsey raised the possibility of senior leaders volunteering for the canteen. This can be done although there is not an immediate need at the moment.</p> <p>The P&C support senior leaders volunteering and the potential to evolve this to support students work towards a Active Volunteering certificate.</p>
Uniform	<p>A brief overview of the future uniform shop. Stephanie has also taken on running the uniform shop. Being our first year, we knew it would be a difficult transition for parents. This was not helped by a number a factors which resulted in the uniform shop being low on some stock or sold out altogether. We finally received our shorts order, however we still have a number of items that we have already sold out on and we will need to place an Australian order to replenish our stocks for the rest of the year. Coming soon will be a number of sale days to try and reduce the amount of old stock from Lowes that we still currently hold.</p> <ul style="list-style-type: none"> • Table open to questions 	<p>The online store will close over the April holidays to allow time for stock take and an overhaul of the online setup.</p> <p>The school community will be notified in the lead up to the online store closure. The physical shop will be open over the holidays.</p> <p>Traditionally April holidays are less busy for uniform shops.</p>
Executive News		
Mail in	Audit	
Mail out	Nil	Nil

Exec news	<ul style="list-style-type: none"> 	No updates
Decisions made	<ul style="list-style-type: none"> To go over our job position advertising budget for 2021 as we had a higher turn over then expected last year Approval to spend the new equipment budget for OSHC 2021 Approval for walkie talkies for OSHC 2022 	No questions from the members.
Treasurers report	<p>A brief overview on the accounts by Sheree Skinner – From November last year all the business have both grown and changed. As expected we have seen a new income stream from the uniform shop. This income has gone straight back to purchase more uniforms for next year and we expect to see profit starting next year.</p> <p>The OSHC is currently using a lot of temp agency staff which is currently taking away from some of the profits we would expect to see however this has been a successful endeavor with using them to recruit some new staff members.</p> <p>The secondary canteen is seeing profits start to come in, with the delays and interruptions to term one the profits are behind what we seen last year.</p> <p>The primary canteen has been absorbed by the secondary canteen until such time the orders return to an amount that it can sustain itself.</p> <ul style="list-style-type: none"> Table open to questions 	<p>Jeff has suggested consideration be given to a separate account for sick leave, super, LSL funds for permanent staff.</p> <p>At this point there are minimal permanent staff but this will be kept in mind as things change.</p> <p>Motion to approve the treasurer's report First: Troy Second: Katie Carried</p>
Banking	<ul style="list-style-type: none"> Motion to allow Stephanie Russow onto the Westpac accounts (BSB 031130 acc 218425, BSB 034130 Acc 218417 BSB 034130 Acc 282611) and to issue Stephanie with a debitcard for account BSB 034130 Acc 218417. 	<p>First: Krystal Kay Second: Angela Luttrell Carried</p>
Fundraising		
Previous events report	<ul style="list-style-type: none"> The Fun day – reported by Angela and Sheree 	<p>Angela provided a verbal report of the day which was very successful for the first whole school fun day.</p> <p>Low numbers of volunteers presented some challenges but a hard working team managed to pull the day off successfully.</p> <p>A number of lessons learned have been discussed and will be taken on board for future events.</p>

		<p>The group also discussed the upcoming colour run.</p> <p>Moving forward, the P&C would like to focus on one main fundraising event per year.</p> <p>The key drivers for this are to have less pressure on the fund raising aspect of other events and just let the events be for the school community. It also means less events requiring volunteers which have been a struggle to get involved in the past.</p> <p>Future colour runs could be held later in the year to allow for the fact that term 1 often comes with a lot of other costs people are paying money to, such as school photos, camp, etc. It has been noted that Wk10 T3 can be hard to get inflatables due to demand.</p>
Events for 2022	<ul style="list-style-type: none"> • Future dates need to be decided upon; • Mothers day stall – 4 & 5 May (TBC) • Fathers day stall – 31 Sep/1 Oct (TBC) • Disco – (TBC) • Family photo day – 22 / 23 October (booked) <p>Dates are needed for these events</p>	<p>Tentative dates have been put forward for the key events and will be discussed with Peter and decided upon at the next meeting.</p> <p>On the success of last year's raffle, another raffle will be organised by Angela this year.</p> <p>There is an opportunity for student leaders (yr 6 to help out with the mothers day and fathers day stalls) – Kylie will raise this at the next student council meeting.</p> <p>There is also the potential for some of the student groups (e.g. art or entrepreneurial clubs) to run the stalls and use the profits to support their groups.</p> <p>Action: Sheree to book the campus conference room for the photo day.</p> <p>Action: Sheree and Peter to work out suitable dates for the events.</p>
Donations	<ul style="list-style-type: none"> • We were unsuccessful in securing the \$15000 grant for the concrete painting however our fundraising has brought in a healthy amount of around \$10000 from 2021 to go towards the painting. Motion to move that the P&C make up the remaining amount to \$13000 so the school can purchase the smaller package available through the selected company. 	<p>Motion the P&C make up the remaining amount to \$13000 so the school can purchase the smaller package available through the selected company</p> <p>First: Cassie Second: Katie Carried</p>

	<ul style="list-style-type: none"> Because the Sports department normally does the colour fun run they have asked us to donated \$2500 of our fundraising to the PE department as they pay for a number of blow up obstacle courses through out the year for the children. Motion to donate \$2500 to the Primary PE department 	<p>Motion to donate \$2500 to the Primary PE department</p> <p>First: Angela</p> <p>Second: Katie</p> <p>Carried</p> <p>What happens if we don't raise enough money with the fundraiser? The P&C will still cover the cost as agreed.</p>
Fundraising ideas		
Fundraising dates for 2022	<ul style="list-style-type: none"> 	
Donations for 2022	<ul style="list-style-type: none"> This year the P&C would like to focus on the two larger goals of supporting the SSS grant that the school has applied for and the rejuvenation of the 4/5/6 forte that desperately needs an update if children are going to continue to utilise it in coming years. The P&C would also like to have a few smaller goals to focus on as well. 	<p>Quotes range from \$30k to \$50K – the higher pricing would also include the work on drainage of the area.</p> <p>Spoken to Rhonda about the school donating to the fort – this has been included in the school's budget considerations.</p>
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 please see attached 	<p>The Principal's report has been made available. Below is a summary of the updates:</p> <ul style="list-style-type: none"> Library modernisation happened over the holidays Playground upgrade Multipurpose courts have been upgraded – minor issues to be rectified Toilet blocks have had repairs Staff changes due to mat leave – and new teachers onboarding (all detailed in the school newsletter) Re-introduction of a LOTE program with Japanese for years 5/6 onwards Haven't been able to find a primary drama / dance teacher to date PTIs will be preceded by an interim rating for English and Maths.

		<ul style="list-style-type: none"> • PTI bookings will be through SOBs • PTIs will be in term 1 with another round of PTIs in T3 • Lots of energy has been going into the Pre-prep program to encourage enrolments
Secondary School	<ul style="list-style-type: none"> • Report about the Secondary School please see attached 	<p>Kelsey provided the secondary school report. Below is a summary of the update:</p> <p>Unable to announce dux from 2021– to be done next week and invite those students back to recognise their achievements Permission letters gone out / promotion of the colour run is underway</p> <p>The secondary school has proposed a Scholarship program looking at 6-8 that would include SRS and uniforms for the first year (this is comparable to what other local state schools offer) The details of this will need to be ironed out and a proposal submitted to the P&C but the committee supports this in principle and will look to offer support whether through funds or uniform stock.</p>
Whole Campus	<ul style="list-style-type: none"> • Report about the overall campus please see attached 	<p>Jeff presented his first report as Executive Principal. Below is a summary of some of the key points.</p> <ul style="list-style-type: none"> • 1750 students – less than hoped for but there is an increase on preps from out of catchment. • 25 years of the school – there will be something to commemorate this • Adjustment to the acknowledgement to country used within the school • Upgrade to the auditorium seating • Slight changes to the school day have been adopted • 29 students have completed the journey from p-12 at Woodcrest and will be commemorated.
New Business		
	<ul style="list-style-type: none"> • The entrepreneur group used our EFT machines again for a market event. Approval to transfer the \$259 they made to the school 	<p>Approval to transfer the \$259 they made to the school for the entrepreneur group to use as they see fit.</p> <p>First: Angela</p>

for the entrepreneur group to use as they see fit.

- **Changes to the uniforms**
When we first took over the uniform stock we copied the styles available from Lowes, this has quickly proven to be a mistake. We have found that parents do not like having this many options and would like it to be simpler. Because of this we would like to change the sport shorts. The changes we would like to make is to move the logo from the bottom of the shorts to under the pocket. We would then only sell one length of short rather than two lengths. We would sell the longer length style and if parents elected to take them up they could because the logo wont be in the way.
The sports polo – kids sizes – we sell two types of polo, slim and regular (Lowes called them girls and unisex) in the adult polo's size there is a lot of difference in the styles and sizing but in the kids sizes there is up to 1inch of difference. We want to remove the slim size and just sell the regular size kids polos. We would like to keep the two adult styles because they are so different and cater to different body shapes, we would like to change the name of slim to contoured though as well.
- **OSHC upgrades –** as we are nearing the cap we have set for the OSHC building we would really like to look into fencing the front of the OSHC building in. this is for many reasons but mainly the safety of the students. This would also allow us to go outside in the mornings without other random children trying to join in or being worried that a child would try to go outside our zones to talk to friends. the P&C understands that the profits from the P&C are to benefit as many in the community as possible, we would like to be able to continue and grow our businesses' to increase our profits in coming years however to do that we need to improve our business' first.
Would the P&C be able to get approval to start looking into the costs involved with fencing off the OSHC so we have a better idea of what it would cost for the future?

Second: Katie
Carried

Change to uniforms
Discussion was had around the value in retaining the smaller length shorts. Cassie raised an objection to the removal of the shorter length – it provides options for those who prefer this length. Due to the urgency of this decision – orders need to be place for 2023 the following day, the members voted and the motion to only stock long shorts and regular fit tops was passed.

Motion to only stock long shorts and regular fit tops.

First: Angela

Second: Katie
Carried

OSHC upgrades:
Operations Manager and Principals to discuss alternative options before considering a fence.

New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	N/A
Next Meeting		
	<ul style="list-style-type: none"> 17 May (MS teams only) 21 June (in person, MS Teams available) 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: 8:45PM