

Woodcrest State College

Parents and Citizen's Association

GENERAL MEETING AGENDA



DETAILS **Tuesday 17 May 2022 6:30pm**

Recorded by: Jessica Huiskamp

Agenda Item	Details	Minutes
Open and house keeping	<p>Open meeting and acknowledgement of country.</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: 6.33pm</p> <p>Attendees: Sheree Skinner Troy Best Angela Luttrell Jeff Jones Peter Lund Kelsey Oakes Cassie Fraser Alfio Balsamo Rhonda smith Krystal Kay Jessica Huiskamp</p> <p>Apologies: Sera Jones</p>
Previous minutes acceptance	Motion: that the previous minutes from March 16 2022 are a true and accurate record of the previous meeting.	<p>Motion: that the previous minutes from March 16 2022 are a true and accurate record of the previous meeting.</p> <p>First: Angela Seconded: Sheree Carried</p>
Action items from previous meeting	Review current status of all open action items on the action item register.	Items reviewed and register updated
Business Reports		
OSHC	<ul style="list-style-type: none"> The OSHC is currently still making minimal profits as we are still utilizing Randstad the temp agency for staff when required. Ann, our current 2IC, has agreed to become our coordinator and now we are looking for another 2IC. We have picked up a couple of new casual employees and are now employing a student from Woodcrest to help 	No questions

	<p>entertain the children on days we have reached our maximum number of kids.</p> <ul style="list-style-type: none"> Vacation care plans are almost finalized. 	
Canteens	<ul style="list-style-type: none"> The canteens are still making all the food in the secondary campus canteen as primary profits can not sustain the reopening of the junior canteen. Secondary canteen is still bringing in a consistent profit every week and plans have been laid for better advertisement for the primary canteen to help bring up sales. All recipes have been updated and we have received great feedback about them. We have created a new staff menu as well, we are hoping to sustain delivery in the secondary college and break time pick up/ delivery for primary. 	No questions
Uniform	<ul style="list-style-type: none"> The uniform shop is coming along, we have almost sold all the old winter uniform stock and the new stock has arrived. A sale has been put on to welcome the new stock and to run out the old. We have finalized numbers for next year's order and have added a small order of socks to trial. 	No questions
Executive News		
Mail in	Audit	Audit has been completed and shared to the group with the meeting agenda. No questions from the group.
Mail out	Nil	Nil
Exec news	<ul style="list-style-type: none"> No updates 	
Decisions made	<ul style="list-style-type: none"> The P&C will make a donation of \$100 to the school as a token of thanks for the use of their text message system to send messages to school families to advertise the uniform sale. 	First: Troy Second: Sheree Carried
Treasurers report	<ul style="list-style-type: none"> Overall the P&C is still making profit, please see bank account screen shot below. As expected all income from the uniform shop is still going to purchasing stock from our supplier and we won't expect to see profits until 2024. All insurances and yearly subscriptions have now been paid. Super for the first quarter of the year has been paid and BAS is being prepared. 	<p>Rhonda provided information around the current status of financial reporting.</p> <p>There was an internal audit done 4 years ago and non-compliance issues identified.</p> <p>Measures and actions have been taken since then to get the processes and reporting to compliant levels however the school need to have the financial reports each month.</p>

		<p>Sheree and Rhona are working together to make sure this happens and the the following processes will be in place.</p> <ol style="list-style-type: none"> 1. Reports will be provided to the school as electronic copies rather than hard copies each month. 2. These will be signed off by the President and/or Treasurer as well as the Executive Principal 3. These reports will be tabled at the P&C meetings
Fundraising		
Previous events report	<p>Mothers day stall</p> <ul style="list-style-type: none"> • The day went really well, we used 3 student leaders from the primary school to help us pick up kids and remind classes that their turn was next. We also had 6 volunteers, 4 of which stayed all day which was really nice. • We didn't end up getting one person to raise their hand to run the stall so the execs all chipped in. We made a profit of \$550.95, and had 3 boxes of stock left over. Because we didn't have someone running the day advertising was lower then last year and I feel that if we had sent reminder emails etc out to parents we would have had a greater response. • \$3000 spent on stock is a good indication for next year. 	No questions
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 <p>Father's day purchasing will be open soon. Last year we sold \$1200 of stock and there is a tiny box left over.</p> <p>Would the P&C be willing to spend \$2000 this year? This would be contingent on someone raising their hand to run the stall completely though</p> • Colour Run update <p>Fundraising is currently at \$22k, 8k off our goal however for our first year we have done well. Total profits will be around 13k</p> 	<p>Action item #2 – Sheree and Peter to work out suitable dates for the Disco and Fathers' Day Stall.</p> <p>The father's day stall will only go ahead if there is someone to run it.</p> <p>At this point there are no volunteers however the P&C executive will continue these discussions.</p> <p>Funding for the father's day stall needs to be approved at this meeting.</p> <p>Motion to spend up to \$2000 on items for the Fathers' Day staff if it goes ahead. First: Angela Second: Krystal Carried</p>

	<p>Prize ordering opens on Saturday for 7 days. Then will be packed and delivered to the classrooms.</p> <p>As the grounds are wet we have changed a few obstacles around. Sliming of the principals will be at the end of the day. Communication is being sent out to teachers/students and parents this week.</p> <p>Needing to set a date for next year's colour run. Proposal term 3 and for a slime run.</p>	<p>Motion to have another colour run fundraiser in 2023 with a proposed date in Term 3. (Date TBA)</p> <p>First: Kelsey Second: Angela Carried</p>
Donations	<ul style="list-style-type: none"> The Entrepreneur Club have been busy bees recently. Motion to move the recent money they have made to the school so the entrepreneur club can utilise the funds. Money totals \$501.20 Recycling club money In 2020 the gardening club started collecting 10c bottle to be recycled. Currently the P&C hold these funds until the club asks for it. the P&C would like to ask the school if this money can be transferred to the school once received for holding rather than the P&C. This way the funds balance is easier to obtain and funds are there to be spent when needed. <p>Recently the student council has joined forces with the gardening club and they are now splitting the profits 50/50.</p> <p>Currently the balance sits at \$880.83 for the gardening club / \$72.54 student council</p>	<p>Motion to move the recent money made by the club to the school so the entrepreneur club can utilise the funds. First: Angela Seconded: Sheree Carried</p> <p>Motion to transfer money raided by the recycling club and student council to the school once it is received.</p> <p>Rhonda needs to know when the money comes in so that she can ensure that it is shared between the student council and the gardening club when it comes in.</p> <p>First: Angela Seconded: Jeff Carried</p>
Fundraising ideas		NA
Fundraising dates for 2022	•	NA
Donations for 2022	•	NA
Business arising from previous minutes		
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Principals Reports		

Primary School	<ul style="list-style-type: none"> Report about the Primary School please see attached 	<p>Report is attached</p> <p>Peter provided an overview of the written report and added two items that were not included at the time the report was submitted:</p> <ol style="list-style-type: none"> 1. Year 6 Camp endorsement – <i>this is addressed in new business</i> 2. Orion shopping centre have invited to school to be part of a competition through June. For every dollar spent during June, the school can receive points towards a prize of up to \$5000. Information about this competition will be distributed to families via the newsletter. <p>Peter also invited parents / carers within the P&C to provide feedback on the recent interim report card and parent-teacher interview opportunity process. This process requires significant additional work for teaching staff so the school are looking to determine it's value to families and students.</p> <p>The P&C parents provided some positive feedback on the process.</p> <p>It was noted that it is a requirement that the school provides two report cards and opportunity for interviews with parents a year – although when is at the school discretion.</p>
Secondary School	<ul style="list-style-type: none"> Report about the Secondary School please see attached 	<p>Kelsey provided an overview of her written report which has been included with the agenda.</p>
Whole Campus	<ul style="list-style-type: none"> Report about the overall campus please see attached 	<p>Jeff provided an overview of the report which contained a question to the P&C about the recent changes to the uniform and the process that was followed to have these included. – <i>This has been documented in the New Business section</i></p> <p>Rhonda will be on leave next semester and this will be her last P&C meeting for the year. Jeff acknowledged Rhonda's time and hard work done for the school. All the best Rhonda!</p>
New Business		

	<ul style="list-style-type: none"> • Jeff has raised a question regarding the adoption of the new uniforms that have recently become available. It has come to our attention that the minutes did not accurately reflect the decisions made in the March 2021 general meeting. As such they will now need to be added to this meeting for future reference, please see below for an overview of the decisions made on March 16, 2021 regarding the school uniform. • Kelly Ticehurst from Primary PE has requested a donation to stock the lockable metal bin next to the new basketball courts with balls for lunchtime play. <ul style="list-style-type: none"> ○ We have done sporting equipment in the past however it was lost quickly. The staff believe that they were lost when walking to and from the oval and they would like to try keeping the balls right next to where they will be used. They are also considering a system where the student council members will be in charge of signing balls out to children. ○ Kelly has not specified an amount but pricing for the committee to consider: mid range balls is between \$25-\$50 (depending on quality and ball type). A donation of \$1000 could provide up to 30-40 balls. ○ Kelly references a Rebel sport voucher in her request however this does not belong to the P&C, it belongs to the school. • Sheree would like to raise with the teachers and P&C a question about the height of the existing school fencing. • Uniform shop choices – As planned we are bringing in a sock for parents to purchase if they wish (these are not mandatory) these will also be bamboo socks! We have a choice of two different art works. A decision needs to be made on which one the P&C would like to have made. Please see artwork below. • P&C conference – Registrations will soon closing regarding attending the 2022 P&C conference 26 & 27 August. We need to discuss and potentially approve P&C members to attend. Potential costs; \$730 for the full conference per person 	<p>Uniform changes Sheree detailed the steps undertaken by the P&C and a detailed overview of the decisions made in March 2021 general meeting have been included with this agenda.</p> <p>Note: The P&C agreed at the time in 2021 that parents would not be required to purchase the new uniform items and could continue to wear the old style. This was communicated to parents at this time and continues to be advertised. There was not time frame to phase out the old style uniform as it was expected that within 5 years, these uniforms would have phased out through a 'natural attrition'.</p> <p>To ensure that this has been accurately captured for future records, an excerpt from the general Meeting in 2021 has been attached to the agenda documenting the decisions and changes.</p> <p>Motion to include the excerpt Sheree has prepared about decisions made by the P&C minutes to uniform changes be included in this meeting's minutes to ensure that this has been accurately captured for future records, and that the consultation process was followed at the time First: Angela Second: Sheree Carried</p> <p>Donation to Primary PE Motion to donate \$1000 to the Primary PE for the purchase of new balls for lunchtime play. First: Angela Second: Sheree Carried</p> <p>School Fences Sheree has raised a question regarding school fencing. Jeff has advised that fencing is provided based on data collected on vandalism and other security issues. While Woodcrest has a very large footprint, the data is low for break-ins and vandalism.</p>
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\$220 two day registration
\$110 Single day registration

Uniform sock choices

Two sock options were considered as well as the third option of no logo (i.e. plain white socks)

The group voted unanimously for the Woodcrest Logo socks (first option)

Year 6 Camp

Motion that the year 6 Camp for September to Moreton Island be approved by the P&C.

First: Peter

Second: Sheree

Carried

Ingenuity scholarships

Kelsey provided an overview of the scholarship plan which was discussed at the March P&C General Meeting.

It is proposed there will be 8 scholarships offered to year 7 students excelling in one or more areas (cultural, academic or sport).

Scholarships will be offered for 2023 to three local catchment schools and Woodcrest students.

The school will cover the cost of the SRS for each scholarship student.

Kelsey is seeking support from the P&C with supplying 2 uniforms per scholarship (for 8 scholarships)

Motion that the WSC P&C approve the support of 8 scholarships for year 7 students in 2023 through the provision of two (2) sports uniforms (including socks) and a jacket to each scholarship student.

First: Kelsey

Second: Krystal

All in favour

Carried

Financial reports

Note: financial reports included with this meeting agenda – the Income expenditure report has been incorrectly labelled as '2020' instead of 2021 and will be amended.

The school is obligated to provide financial reports to the P&C. As meetings

		<p>are now often online, it can be difficult to get them signed.</p> <p>The Budget Overview Report (BOR) and the balance sheet have been included with the agenda.</p> <p>Motion that the P&C approve the financial reports every meeting from now and moving forward.</p> <p>First Rhonda Second sheree Carried</p> <p>SRS for 2023 Motion to continue with the STS as documented (no change to fees from last year) First: Rhonda Second: Jedd Carried</p> <p>Question was raised about not allowing students to participate in extra curricular activities if they have not paid the SRS. The Department allows schools to withhold these extra-curricular activities from students where a commitment has been made to contribute to the scheme and payment has not been made.</p> <p>Rhonda will provide links to the handbook where the breakdown of what the SRS funding goes to has been documented.</p> <p>The SRS will need to be endorsed each May at the P&C meeting.</p>
Membership applications		
New Memberships	<ul style="list-style-type: none"> Acceptance of all new membership applications 	NA
Next Meeting		
	<ul style="list-style-type: none"> 21 June (in person, MS Teams available) 19 July (MS Teams only) 16 August (MS Teams only) 18 October (in person, MS teams available) 	

	<ul style="list-style-type: none">15 November (MS teams only)	
Meeting close		
		Time: 7:54 pm

Account	Available	Current balance
Account 130 218425	\$54,147.26	\$54,147.26
bit Card Account 130 218396	\$1,000.00	\$1,000.00
ndraising Account 130 218409	\$32,454.92	\$32,454.92
in P&C Account 130 218353	\$23,808.87	\$23,808.87
HC 130 218388	\$124,971.27	\$124,971.27
YG & Superannuation 130 218361	\$0.00	\$0.00
ckshop (jnr) 130 218417	\$500.00	\$500.00
iform Shop 130 282611	\$38,499.95	\$38,499.95
Accounts total	\$275,382.27	\$275,382.27

Excerpt from the March 2021 general meeting

Uniform shop information (new business insert)

The executive committee have chosen to go with the supplier Official. They manufacture the bulk of their garments in Vietnam rather than China with the option of Australian manufacturing for quick turnarounds times. They also offer very competitive prices and while the price to manufacture in Australia is higher, if we need a quick order of something we will still make a profit. They have made custom patterns for our uniforms so they match the current uniforms available from Lowes and have improved the fabric quality. In the near future they will also be bringing out a bamboo range in their sports shirts which we are interested in.

We have brought a set of samples to the P&C meeting for members to look over, all garment stitching has been reinforced where possible.

Proposed changes to be made to current uniforms;

- We have slightly altered the female formal shirt, to allow for more movement, have made it less transparent and have added a secret bust button.
- We are proposing a new, more flattering style of girl's formal skirt, and would like to discuss the option to faze in a black skirt rather than a green one.
- We have slightly changed the style of the track pants, and have removed a layer of lining to make them cooler, as well as upgraded the fabric choice to make it more durable.
- We propose to faze out the two types of jumper, one the community found too hot, the other too expensive. We have made an alternate jumper, appropriate to the Ipswich climate and has a good price range for parents.
- The skort has been altered to include only two sets of pin striping rather than four to keep costs low. The secondary student have also voice their want of a skort option. We would like to option to the secondary students, to see how many of them would be interested in wearing them.
- Pocket changes; in all bottom garments pocket sizes have been made larger, most items have 1 open pocket and 1 zip pocket.
- We have changed the style of the 'boys' formal shorts to a unisex formal short option
- Bucket hat options – we have the option of making the hats reversible, we could put the house colours on the inside.
- Girls formal tie will be changing slightly in size to fit the current style of shirt (the current tie does not fit)
- We propose the change of polo and shorts names from unisex and girls to unisex long and unisex short.
- Optional; After many concerns about the formal uniform being see-through and hard to keep clean due to both shirts being 100% white, we have brought in a different colour style option, this shirt is not a sample for the school, and has been borrowed from a student in a neighbouring school in the area. The colour choice would reflect our school colours.

Decisions made at the general meeting in regards to the future uniform for Woodcrest;

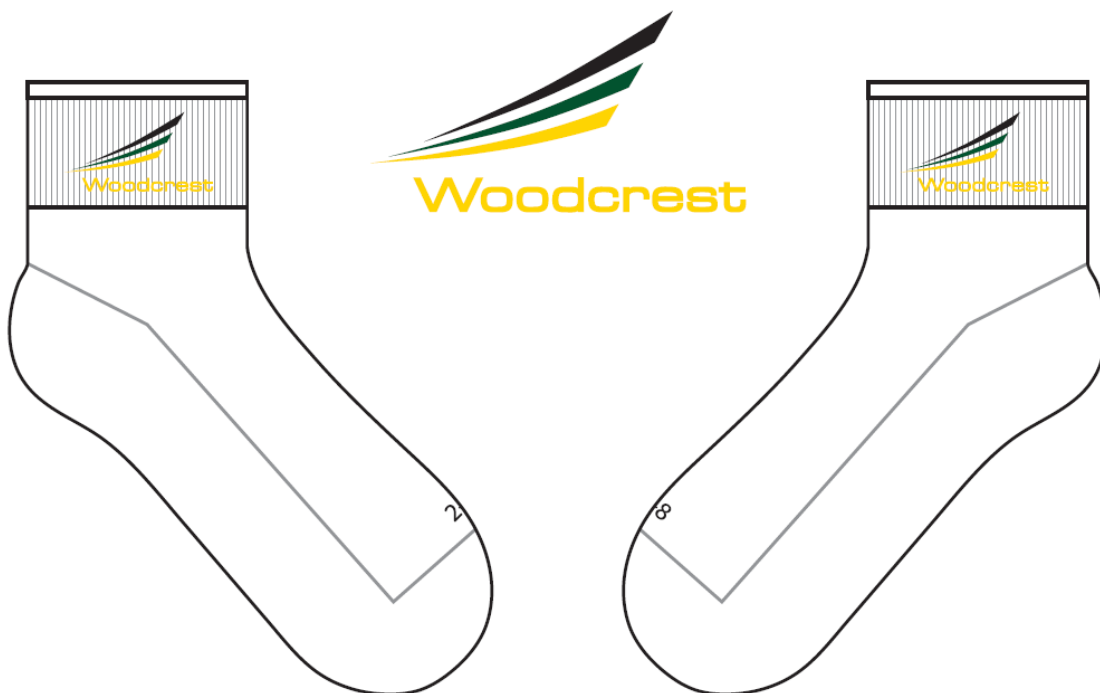
- Female Formal shirt alterations were approved.
- The new style of female formal skirt was approved however Pat Murphy wanted to discuss the change in colour with the school executive. Motion was moved to accept the school executives decision regarding the colour.
- Upgrades to the trackpants were approved as well as the approval to change the bottom of the track pants from a zipper to elastic.

- Approval was given to faze out the current two winter jumper options. The new jumper sample was approved.
- Skort alterations where approved. The P&C encouraged the input of the secondary students regarding the skort option.
- Pocket changes were approved.
- Formal short name change was approved.
- Bucket hat colour choices were discussed and the P&C were asked not to have house colours on the inside.
- Girls formal tie changes were approved.
- Names of the polo shirts were approved.
- The proposed change to the girls formal shirt were well received however the committee felt that we had changed enough for the moment and choose to look into this in the future.

Other items that were discussed regarding the uniform

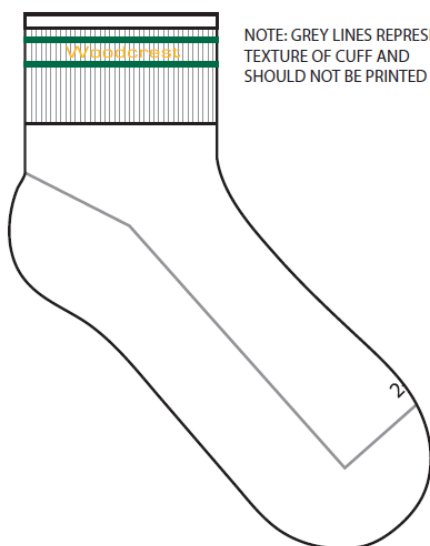
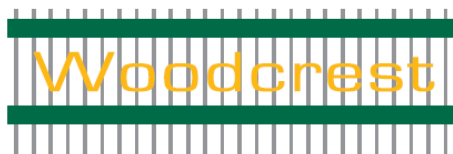
- A long sleeve polo was discussed, mock drawing shown and motion approved to accept this item as another choice for the winter range.
- Socks were discussed and a mock drawing proposed. The committee felt they would be a good optional extra (not to go on the uniform guide as mandatory) for parents however we would like to look at them for the 2023 stock list rather than the 2022 stock list.
- We also discussed only having one tie option to cut down on stock. This decision was past over to the school executive to make.
- It was discussed in great depth that the two jumpers that were being replaced would not be removed from the approved uniform guide list. Pat spoke about needing to provide a number of years that they could be worn for and suggested rather than having a set date, letting them faze themselves out. He anticipated that there would be none of the original jumper choices left within five years. The committee agreed to let the jumpers faze themselves out rather than put a time limit on them, which could potentially be negatively received by the wider school community.

Please be advised that the school executive were approached regarding all uniform changes from the begging, as well as the student councils. The well advertised March general meeting served as our formal consultation with the school community regarding the choices available. This was the meeting were we adopted the new uniform choices.



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OFFICIAL



NOTE: GREY LINES REPRESENT
TEXTURE OF CUFF AND
SHOULD NOT BE PRINTED

Bel Frew

Account Manager
 119 SANDGATE RD ALBION - PO BOX 388-ALBION QLD 4010 - PH (07) 3262 8869 - FAX (07) 3262 1479
 ABN: 65105 222 642