



2023 GENERAL MEETING - AGENDA

DETAILS		Tuesday 13 th June 2023 5:30pm	Recorded by: Cassandra Fraser
Agenda Item	Details	Minutes	
Open and housekeeping	<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>MS 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>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 commences: 5:35pm</p> <p>Apologies: Kim Hannant Alfio Balsamo Krystal Caston Lee Hobson Angela Luttrell</p>	
Previous Meeting minutes acceptance	<p>1.1 Motion: that the minutes from the previous General Meeting on 16th May 2023 are a true and accurate record of the previous meeting.</p> <p>Minutes were sent to Kim Hannant and Sheree Skinner for review. Email confirmation from both.</p> <p>Can two people please nominate to receive the minutes of this 13/6/23 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.</p>	<p>First: Kim Hannant Seconded: Sheree Skinner Carried: Carried</p> <p>Minutes from this meeting to be reviewed by: Steph and Troy</p>	
Review of outstanding action items			
	Action item from the register from March meeting – we discussed adding P&C events to the Compass calendar. Are we able to progress this?	Kelsey confirmed this would be possible. Kelsey and Debbie will follow up with this at their executive meeting 14/6/23.	
Business Reports			

Canteens	<p>Steph will provide a report on the canteen. Report tabled at the meeting.</p>	<p>Sushi has been very popular since being introduced.</p> <p>Wynta is finishing her traineeship, and there are 2 new trainees beginning next term.</p> <p>3 big functions for the canteen next week including a red food day next Friday for Secondary with a view for a Primary Red Food Day next term.</p> <p>We have spent \$260 in the year so far on forgotten lunch vouchers. Kelsey will liaise with iThrive to get more reminders out for Secondary to utilise the policy on any child who doesn't have any lunch.</p> <p>Pamela will follow up with the Student Services to remind Primary Teachers to use when required.</p>
Uniform shop	<p>Steph will provide a report for the uniform shop. Report tabled at the meeting.</p>	<p>Stock has arrived and more coming next term.</p> <p>Steph has ordered new year stock with Bell to arrive in November.</p> <p>We will revamp the online store to fix issues with stock appearing online. Steph will also include photos online.</p> <p>Bell would like to utilise Woodcrest uniforms in an upcoming photoshoot. Everyone in agreeance</p> <p>Sheree requested if the entrepreneur club would still like to produce hair bows for the Uniform Shop. The Little Masterminds has not yet come forward wanting to do this idea.</p> <p>Discussion about Graduation Bears. Steph suggested a questionnaire to gauge the interest. General interested consensus amongst members. Sheree mentioned about not pre-ordering, as that would require a lot of man power to pick and deliver the orders.</p> <p>Kelsey will organise a survey for year 12's</p>
Executive update		

Mail in / mail out		
Exec News		
Decisions made		
Treasurer's report	<p>Treasurer's report to be provided by Cassie/Jess.</p> <p>Financial report for April to be tabled.</p>	
Fundraising		
Previous event's report		
Upcoming events	<ul style="list-style-type: none"> ○ Father's Day Stall – will go ahead on 28/8 with online ordering also an option. ○ Primary disco – we have come to an agreed date and will look to host the discos on the last Thursday of Term 3. We had a decent show of interest from 7-9 students so will look to hold 3 discos on one night with different age groups at different times. We are actively looking for people to help plan and volunteer on the night. Basic overview of how we think the night could work has been attached as an appendix. ○ the 5c challenge – given we have a fun run and disco in term 3, propose that this is run in Term 4 (for 2 weeks). ○ Update on the Colour Run (from Krystal) ○ Father's Day stall update (Kirsten) 	<p>Father's Day:</p> <p>Kirsten gave an update for the Father's Day Stall. Online orders will happen on Monday 27th. The Stall will be held in the Library again as it was done in Mother's Day. Everything has already arrived, stickered and organised for online orders.</p> <p>Sheree suggested this being an opportunity for the P&C to put out a request for volunteers on Compass.</p> <p>Discussion to put out a call in Newsletters leading up to the event, and on Facebook.</p> <p>Kirsten said 2-3 volunteers would be a good amount to aim for.</p> <p>Action item for Kelsey: To put that request out to Secondary students (year 11-12) closer to the time.</p> <p>Jess asked if we will do a mini stall on the morning of the father's day breakfast. Kirsten would prefer not to and has planned to sell majority of stock online and on the stall day.</p> <p>Disco:</p> <p>There is interest from the years 7-9 for the disco.</p> <p>The date would be Thursday 14th September</p> <p>Sheree shared that the \$5 entry fee covered the cost of the DJ and First Aid officer (Traditionally \$800 combined), and the glow items are the only fundraising item as we haven't done food in recent discos.</p>

		<p>Kelsey mentioned perhaps requiring security for the secondary students as an extra cost. There may be a minimum hours for security. To be discussed</p> <p>So the discussion is keeping the entry fee at \$5 or potentially having it lower. However we will need to ensure we cover the costs.</p> <p>Decided that \$5 was a reasonable cost.</p> <p>Jess floated the idea of no food for Primary, but snacks for secondary students. There was positive feedback for this.</p> <p>Steph said Sherbet sticks are a hit with secondary students</p> <p>Discussion if the secondary students need to be picked up from the hall, what the parents expectation would be, and if we could police this.</p> <p>Discussion on timing for the grade levels. Not making it too late for secondary students, and not too early for the P-2 students (parents being able to make it after work)</p> <p>Jess suggested having an additional meeting to discuss the disco further in a Disco Committee.</p> <p>Jess will action a separate invitation for this event.</p> <p>Colour Run:</p> <p>Kelsey shared that Kelsey from the Sponsorship Ready is organising a promotional video for the upcoming colour run that we will be able to utilise</p> <p>Jess brought up what we will want to fundraise for and what we will link the fundraising to for the colour run.</p> <p>Kelsey mentioned perhaps the year 12's could be interested more this year too.</p>
Donations	<p>The spending proposal for 2023 was endorsed at the last meeting. We are looking to start making some of the donations on that proposal.</p> <p>Motion 2.1 – The P&C to donate the amount of \$1000 to the school to be used to purchase learning resources for Prep. The list of resources</p>	<p>Motion 2.1 – The P&C to donate the amount of \$1000 to the school to be used to purchase learning resources for Prep.</p> <p>First: Sheree Second: Troy Carried/Lost Carried</p>

	<p>suggested by the Primary school in 2022 has been added as an appendix to this agenda.</p> <p>Mother's Day Stall and Home Readers – what happens with left over funds if the P&C transfer the amount to the school as a donation? Or can the purchase of home readers be organised up to the amount available and the P&C will pay this directly?</p> <p>Motion 2.2 – The P&C to donate the amount raised at the Mother's Day Stall (\$1467.44) to the school to purchase new home readers.</p> <p>Money from recycling – the P&C have received funds of \$425.25 from Scouts Recycling Centre. Invoice dated 18/5 has been attached as an appendix.</p> <p>Motion 2.3 – The P&C to transfer funds (\$425.25) to the school to be shared equally between the Sustainability Club and the Primary Student Council.</p>	<p>Discussion about who selects the home readers. Debbie confirmed that the Primary teachers will be involved in purchase decision</p> <p>Motion 2.2 - The P&C to donate the amount raised at the Mother's Day Stall (\$1467.44) to the school to purchase new home readers.</p> <p>First: Troy Second: Sheree Carried/Lost: Sheree</p> <p>Motion 2.3 – The P&C to transfer funds (\$425.25) to the school to be shared equally between the Sustainability Club and the Primary Student Council.</p> <p>Lee has made a previous request to have this transferred in 2 separate deposits.</p> <p>First: Sheree Second: Kelsey Carried/Lost: Carried</p>
School updates		
Business Manager update	BM to provide updated	
Principals' reports		
Whole campus report	Debbie Hansen	<p>Troy has volunteered to be the Parent Representative for the PBL</p> <p>Debbie has requested if we can please share amongst the Woodcrest community about the International Homestay program</p>
Secondary school report	Kelsey Oakes	
Primary school report	Pamela Kondys	
Westec / Compass / BYOD	Alfio Balsamo	
New memberships		

Applications for memberships	Applications to be tabled, including renewals. 4.1 Motion to approval all renewals and new applications.	4.1 Motion to approval all renewals and new applications. First: Second: Carried/Lost
New business		
	School bags 5.1 Motion Instrumental resource fee review	Debbie on behalf of Lee is asking for the P&C to look into the instrumental resource scheme fee review. Proposed fee structure for 2024: Hire fees: first year \$50 (no change) Second year: \$75 (no change) Third year and beyond: \$130 (\$5 increase) Participation fee: \$60 per year (\$20 increase) – covers lessons, uniforms, folders and music (to cover new instruments, maintaining instruments, cost in paper) Percussion fee: First year \$50 (No change) Second year and beyond \$25 (No change) 5.1 Motion to approve the increase in instrumental resource scheme First: Troy Second: Jess Carried/Lost: Carried
Meeting close		
	Next meeting dates <ul style="list-style-type: none"> Tuesday 25 July 2023 Tuesday 29 August 2023 Tuesday 17 October 2023 Tuesday 21 November 2023 	Meeting close: 6:51pm

Appendix A

Prep wish list

https://www.bunnings.com.au/lattice-makers-900-x-80mm-yellow-bamboo-screen-capping_p0012447

These are great for ramps, water play etc. We'd need several though.

Tunnels -x2

Hoops- x15

Basketball hoop - attached to the shade sail frame maybe

Medium sized balls x 10

Soccer nets - Not sure what condition the ones in the shed may be like

Shovels or scoops x 20 – ours seem to have disappeared

Sand/water wheels

big chalkboards installed in the playground- like on large sheets of marine ply (same as the C and K one you can see the C and K on the fence).

PLAN ON A PAGE



What is it?

A glow themed fundraiser disco night for primary and junior secondary.

This will include three discos running backto-back for the following groups:

- Prep to year 2 – 4:45 pm to 5:45 pm
- Year 3 to Year – 6 pm to 7:15 pm
- Year 7 to Year 9 – 7:30 pm to 9 pm

When is it?

Thursday 16 September

What to expect at the discos

- Glow decorated space
- DJ, with music and dancing inside (with some extra DJ led entertainment for the P-2s)
- Photographer with photo props and backdrops (in the foyer)
- DIY photo stands
- Water station (no food or drinks will be provided for Prep-5)

How do we fundraise?

- ★ Fundraising is done through ticket sales and sale of glow items.
 - ★ Entry fee of \$5
 - ★ Glow items vary in price from \$1- \$5
- ★ Years 7-9 will have the option to purchase snacks and drinks with profits going to the fundraiser.

How can we make this happen?

We will need an event coordinator(s), a volunteer coordinator and we will rely heavily on volunteer help. We will need volunteers for the following big and small jobs.

- | | |
|--|---|
| <input type="checkbox"/> Making glow items (from 3:30 pm– 6:30 pm) | <input type="checkbox"/> Checking tickets and helping with wristbands (from 4:15 pm to 7:45 pm) |
| <input type="checkbox"/> Sell glow items (from 4:30 pm– 8 pm) | <input type="checkbox"/> Set up (from 3:30pm to 4:30pm) |
| <input type="checkbox"/> Supervise inside (from 4:45pm to 9pm) | <input type="checkbox"/> Pack up (from 9pm to 9:30pm) |
| <input type="checkbox"/> Door duty (from 4:45pm to 9pm) | <input type="checkbox"/> Selling snacks and drinks (7:30pm to 8:45pm) |
| <input type="checkbox"/> Selling tickets (from 4:15 pm to 7:45 pm) | <input type="checkbox"/> DJ (4:30pm to 9pm) |
| | <input type="checkbox"/> Photographer (4:30pm to 9pm) |

Pre-sale tickets will help reduce the li
ups on the night.

Safety and supervision

- Minimum of one teaching staff required on site between 4:30pm and 9pm
- Volunteers will be required before (e. set up), during and after (e. pack up) the event.
- All students attending must have a parent/carer/adult remaining on site for the duration of the event.



Scout Recycling Centre QLD
670 Port Wakefield Rd
Greenfields SA 5107
(08) 8285 8500
accounts@scoutrecycling.com.au
Web: www.scoutrecycling.com.au
ABN: 35 621 021 366

V5884 WOODCREST COLLEGE P&C ASSOC
WOODCREST COLLEGE P&C ASSOC
38 NEW SMITH DRIVE
SPRINGFIELD QLD 4300
Australia

Recipient Created Tax Invoice

Date: 18/5/2023

AMOUNT

\$425.25

Invoices Paid

Date	Reference	Item	Qty	Amount	GST	Payment
24/4/2023	739914					
		27 PET	56	\$4.58	\$0.46	\$5.04
		28 HDPE	16	\$1.31	\$0.13	\$1.44
		29 Liquid Paper Board	420	\$34.36	\$3.44	\$37.80
		36 Glass Bottles	7	\$0.57	\$0.06	\$0.63
24/4/2023	739996					
		27 PET	134	\$10.96	\$1.10	\$12.06
		29 Liquid Paper Board	7	\$0.57	\$0.06	\$0.63
		30 Cans	216	\$17.67	\$1.77	\$19.44
24/4/2023	740072					
		29 Liquid Paper Board	800	\$65.45	\$6.55	\$72.00
24/4/2023	740629					
		29 Liquid Paper Board	212	\$17.35	\$1.73	\$19.08
24/4/2023	740071					
		27 PET	404	\$33.05	\$3.31	\$36.36
		28 HDPE	8	\$0.65	\$0.07	\$0.72
		29 Liquid Paper Board	212	\$17.35	\$1.73	\$19.08
		30 Cans	334	\$27.33	\$2.73	\$30.06
24/4/2023	740628					
		30 Cans	430	\$35.18	\$3.52	\$38.70
24/4/2023	740305					
		27 PET	360	\$29.45	\$2.95	\$32.40
		29 Liquid Paper Board	440	\$36.00	\$3.60	\$39.60



Recipient Created Tax Invoice

Date: 18/5/2023

Date	Reference	Item	Qty	Amount	GST	Payment
24/4/2023	739688	36 Glass Bottles	8	\$0.65	\$0.07	\$0.72
		27 PET	10	\$0.82	\$0.08	\$0.90
		28 HDPE	30	\$2.45	\$0.25	\$2.70
24/4/2023	739915	29 Liquid Paper Board	110	\$9.00	\$0.90	\$9.90
		27 PET	270	\$22.09	\$2.21	\$24.30
		28 HDPE	1	\$0.08	\$0.01	\$0.09
24/4/2023	740073	36 Glass Bottles	4	\$0.33	\$0.03	\$0.36
		29 Liquid Paper Board	236	\$19.31	\$1.93	\$21.24
Subtotal						\$386.56
Tax Total						\$38.69
Total						\$425.25