



MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association
Minutes of Meeting

Date:	15 November 2022
Attendance:	Jenni Atkinson, Cass Homan, Kelly Ede, Kelly Grogan, Kimberly Percival, Sean Finnerty, Flame, Erin Listner, Tristan Dieben, Penny Couch, Sue, Katy Kilgour, Felicity McClenaghan, Dee Jefferd, Tristan Dieben, Tamika Dieben
Meeting Chair:	Kelly Ede
Minutes By:	Kelly Grogan
Opened:	17:56

Apologies – Roger Maron and Nivedna Singh

- a) **Confirmation of the Minutes of the previous meeting** – The Minutes from October were accepted.

Moved: Kimberly Percival

Seconded: Erin Lissner

Carried: Yes

- b) **Correspondence Received and decisions from executive meeting** – Presented by Kelly Ede

Sharon Turner, a grade 6 parent, is super keen to help with graduation, so Kelly Ede has tasked her with finding out about a deal for Just Poppies.

A parent wanted to remain anonymous but discussed that there is an issue with Serle St parking and safety issues. Kelly G suggested that it is a good idea to keep the Sumners Rd gate open until 6:30 as a safer option for picking up children from OSHC, as parents can park safely in the loading zone and walk through the pedestrian gate.

Being consistent is the key, Dee recommended whatever feedback we get and whatever the choice is we just need to finalise times for gate openings. Dee considering 'event times' and days (for things like cricket and other people who hire the oval). Penny suggested we can put signage up to communicate on the actual points of entry. Jenny said we also need to look at lighting for pedestrian access.

Dee mentioned that Brisbane City Council is having issues accessing the bins but will manage this with the contractors.

Tristan will also give feedback to Dee around the gate situation on behalf of the OSHC service by the end of 15/11/2022.

Kelly G questioned if we can use the carpark for vacation care. This will be taken on notice.

Moved: Kimberly Percival **Seconded:** Kelly Ede **Carried:** Yes

d) Treasurer's Report – Presented by Flame

See attached

Moved: Flame **Seconded:** Kelly Ede **Carried:** Yes

e) Principals Report – Presented by Penny Couch

See attached

Moved: Penny Couch **Seconded:** Sean Finnerty **Carried:** Yes

SRS – total revenue was \$45,146.25 Dee – we got 99.999% success for paying the SRS.

Kimberly – question – are there major changes to the Curriculum. Penny explained it is predominantly a restructure and how we can build upon each year level to increase knowledge and understanding. Attempt to simplify as the main aim.

f) Directors Report – Presented by Tristan Dieben

See attached

For the prep orientation days we are opening the uniform shop for extra hours and days, so that it is more manageable the week before school. Kelly Ede advised traditionally we have done extra days in the week prior to school starting.

Policies – Code of Conduct – they have usually been very focused on OSHC but now we want to focus them on all businesses.

Penny liked the changes that were highlighted. Tristan advised that the personalised for Middle Park amendments are highlighted.

Kimberly advised that feedback on providing Panadol would be important for parents to see. To confirm that this will only be provided with a plan. Dee advised that Tristan should closely

follow the EdQld policies. Kim would like to see an explanation of who is responsible on any given shift for providing medications.

Moved: Tristan Dieben **Seconded:** Kelly Ede

Carried: Yes

g) Fundraising Update

Kelly Ede had great success with the ladies spring picnic. As mentioned in the treasurers report, expenses are yet to hit the books so we cannot determine net profit.

Kelly Ede - We are short on year 6 fundraising – there may be a chance for another free dress day so that we can close the gap.

Discussions have been had around the Year 6 ‘legacy purchase’. On the stairs leading up to the undercover area we could get some stair signs to promote the 7 habits and have all children sign this.

Facilities update from Sean:

This year the focus for facilities has been on outfitting and opening the new OSHC building. The process to ensure the building was compliant with both OSHC and EQ standards took longer than initially estimated with the grand opening on 18th October 2022.

Looking to the future we would like to start taking input for any further projects, these can be considered and prioritised into a 3 or 5 year plan. However, this plan will be governed by available budget.

Jenni – went to a function with parents. OSHC opening was good but parents wanted to see more pictures of the new building.

Kelly will put the pictures up from Bojanna from the new building (or maybe the video).

h) Chaplains Report – Presented by Felicity

\$828.20 was raised – well done Chappy.

Chappy also has a newsletter that goes out at the end of the year to thank the community and the organisations that work with her over the year.

Moved: Felicity McClenaghan

Seconded: Kelly Ede

Carried: Yes

Kelly Ede notes that Chappy fundraises hard during the year in order to fund half a day a week of her being here at MPSS. Kelly congratulated Chappy on her hard work and efforts over the year.

i) General Business

Containers for Change – Presented by Jenni Atkinson

Jenni supplied more bags on Friday and today – there will be a blitz in Week 9. This is because Jenni is unfortunately leaving at the end of the year. Someone will be able to take this over next year. Jenni thanked the community and spoke about the value of being a member of the P&C. Kim explained that we will miss Jenni very much and appreciate all her hard work over the years.

Budget

Kim wanted to thank everyone for their hard work on next years budget. There were some significant investments that we have worked on over the year, but it has been a challenging year/s in the industry. The budget is as healthy as it can be based on the circumstances, and some tough calls were made. We are investing in our people. This year was the year of the new building, and support some improvements for tuckshop via the building fund. Investments for next year are around staff in order for opportunities to be provided for individuals, as well as traineeships. We will also get our signs printed and shirts for all business groups. The website should be up and running by early 2023, which will help people understand who is who in the zoo. Unfortunately equipment such as a fridge in OSHC was unable to be budgeted for next year. We also have some monies allocated to tuckshop in case the grant funding does not eventuate.

Tristan mentioned that we need to sort out the Mastercard situation and would like to open new accounts with debit cards. These will have under \$1000 limit. Tristan would like one for OSHC, tuckshop and fundraising. The P&C

Moved: Tristan Dieben

Moved: Bec Ham

Carried: Yes

Katy wants to discuss graduation and there are lots of questions because they don't know what is going on, what is the dress code, kids explaining that they haven't started a dance etc.

Kelly Ede will catch up with Fiona and help clarify these questions. Kelly will provide clarity on what is happening.

Moved: Kimberly Percival

Seconded: Sean Finnerty

Carried: Yes

Meeting closed at 19:55

The next P&C Meeting will be held next year.

Middle Park State School P&C Association

Treasurers Report –October 2022

Below is a summary of the position for Middle Park State School P&C Association as at the end of October 2022.

Total Cash at Bank at 31st October 2022 = \$287,068.182

OSHC ACCOUNT \$163,007.30

GENERAL ACCOUNT \$123,985.642

BUILDING FUND \$75.24 (this account will be closed as per EDQ direction)

OSHC MASTERCARD \$420

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$148.35

Outstanding payments:

- PAYG \$36,870.00
- Super \$9,420.90
- Creditors \$4,444.25
- QTC Loan \$274,153.75

Significant funding priorities and commitments:

- Air conditioning for new OSHC building (not in budget for 2023)
- Tuckshop refurbishment project (grant application being discussed)
- Website development, branding and communications including signage (signage in budget for 2023)
- Tuckshop printer (unfunded) and OSHC printer

Significant commitments future years:

- **37,835.99 leave provisions** (annual leave, personal leave, long service leave accruals)

Significant commitments already paid this year:

- \$51,716- **OSHC infrastructure development**– New Build fitout – purchases and equipment for new OSHC building.
- \$6,206 Three laptops and phones for OSHC and tuckshop
- \$1,058 paid for new logo and website hosting for 2022

- \$1,283.74 spend on tuckshop upgrades including freezer, stools and baking trays in order to close out building fund cheque account

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$25,265	\$10,264.56	<p>\$175.17 was received from the Container Refund Scheme this month. Total uncommitted Cash for Cans funds is \$2115.18. Total amount raised to-date is \$7955.13.</p> <p>-----</p> <p>Ladies lunch has bought in \$2790 – well done Kelly Ede. Note however that expenses for this, and the Colour Fun Run that raised \$9,645 have not had expenses hit the books</p>
OSHC	\$92,758.74	\$70,219.74	<p>Net profit was -\$13,798.32 for October.</p> <p>Income is below budget expectations but the Director of Operations with the OSHC Leadership Team continue to actively manage this, with a reduction in wages and operating expenses compensating for the lower income.</p> <p>Over the March-April period the P&C had \$70k budgeted for resourcing the new OSHC building. \$51,716 of this has been spent but not yet depreciated which is major reason why the actuals and forecast are so different.</p> <p>Significant progress has been made on debt recovery – great work Flame and Tristan.</p>
General	(\$86,654)	(\$28,948.65)	School contribution payments have been paid for all of 2022 - a total of \$63,487.

			\$10,000 has been committed to the school for contributions next calendar year.
Tuckshop	\$738.56	(\$6,995.44)	The tuckshop made \$1,498.02 in October. Sales were nearly double budget (\$13,406.80 actual vs \$7000 budget). Well done tuckshop team!
Uniform	\$6,455	(\$3,392)	The income recorded for the uniform shop was \$2,660 for October.
Building Fund			Nil to report – tuckshop purchases remaining to be paid in November to close out to \$0. This line item will be removed in future reports.
P&C Consolidated	\$20,027.33	\$40,202.33	This figure does not account for liability payments (building loan) or depreciation of asset (new building fitout, new computer equipment). This will be applied at the end of year and leave P&C consolidated at a loss.

I move that the Treasurer's report be accepted by the P&C.



P&C Meeting

Principal's Report – 15/11/2022

Cash at Bank @ 15/11/2022

\$254 321

Enrolments 2022

Current enrolment figures 646 @ 15/11/2022

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
89	84	85	85	99	97	107

Predicted enrolments 2023 - 627

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Student no.s	97	89	83	84	84	96	97
Classes	4	4	3.5	3.5	3	4	4

HR

Middle Park State School will be saying farewell to three of our teachers, each of whom has received a transfer to another school within the region.

- Ms Kate Davison
- Mrs Jenni Atkinson
- Mrs Elizabeth Hartey

We will be very sad to say goodbye to these dedicated and passionate teachers who have been at Middle Park SS for a while now. Having established positive relationships with the students, families and wider community we would like to acknowledge their valuable contributions over the years and wish them all the best in their new schools in 2023.




Inara Wesche has been extended as Guidance Officer at Jamboree Heights SS for 2023. Kate Beehag will continue in the role as Head of Inclusion.

School Opinion Survey

- All parents were asked to respond – 138 respondents (29.8%)
- Year 5 and Year 6 students – 166 respondents (81.4%)
- All staff – 58 respondents (75.3%)

Department of Education

Highlights report for (1969) Middle Park State School, 2022

	Most positive items	Agreement	Least positive items	Agreement
 138 Parents and Caregivers (29.8%) participated.	Teachers at this school expect my child to do his or her best.	97.8	This school asks for my input.	86.3
	I can talk to my child's teachers about my concerns.	97.1	This school keeps me well informed.	87.6
	This is a good school.	97.1	I understand how my child is assessed at this school.	87.9
 166 Students (81.4%) participated.	Most positive items	Agreement	Least positive items	Agreement
	My teachers expect me to do my best.	98.1	I am interested in my school work.	74.5
	My school looks for ways to improve.	96.2	Student behaviour is well managed at my school.	75.8
My teachers help me with my school work when I need it.	96.1	Teachers at my school treat students fairly.	77.1	
 58 Staff (75.3%) participated.	Most positive items	Agreement	Least positive items	Agreement
	I use the Australian Curriculum (P-10) and/or Queensland senior syllabuses (11-12) for planning teaching, learning and assessment.	100.0	This school's culture supports people to achieve a good work-life balance.	57.9
	I modify my teaching practice after reviewing student assessment data.	100.0	I am supported to manage the pressures of my workload.	61.4
Students are encouraged to do their best at this school.	100.0	I am confident that poor performance will be appropriately addressed in this school.	63.2	

Agreement presents the aggregation of positive responses as a percentage, i.e.: "Somewhat agree", "Agree", and "Strongly agree".
 The most positive items and least positive items are chosen according to strength of agreement. In some circumstances, there may be more survey items of equal agreement to those shown. Please refer to the relevant section of this report for further detail on the information presented.
 The response rate shown is indicative only. It is based on the number of individuals who were invited to participate.

Annual Implementation Plan 2023

The Leadership Team met on Wednesday, 2 November to review the year and plan for the year ahead. The following strategies were identified as a focus for the Annual Implementation Plan 2023.

Informed Teaching

- Provide all staff access to **professional learning** and support that builds a deep understanding of the Australian Curriculum
- Commit to continual development of expert knowledge in **evidence-informed pedagogical practices**
- Build a professional culture of **collegial engagement** focused on improving practice.

Supportive Environment

- Embed **whole school inclusive education practices** that enable students of all backgrounds, identities and abilities to access and fully participate in learning.
- Ensure **differentiation** is a high priority and a feature of every teacher's practice.
- Commit to using evidence-based strategies to enhance **student voice and agency for learning**.
- Invest in and support **transitions** that are inclusive, collaborative and responsive to community needs. (Specific focus – Early Years Transition)

Collaborative Culture

- Enhance collective efficacy by ensuring systems and structures support staff **collaboration and wellbeing**.
- Innovate, renew and strengthen processes that encourage **collaboration with parents/carers** and the wider community that directly assist in supporting children's learning and wellbeing.

Student Free Days 2023

The office will re-open on Monday, 16 January. Teaching staff will return from Wednesday, 18th and Teacher Aides from Thursday, 19th. School will recommence on Monday, 23 January 2023.

RSL – Draw to Remember

On Wednesday last week our Student Council representatives participated in the RSL Draw to Remember project. With guidance from Tahlia Joliffe, the students completed a chalk mural with pictures representing Remembrance Day means to them.

Remaining Term 4 Events

- End of Term Drama Performance for Parents – Monday, 21 November.
- P-2 Christmas Concert – Thursday, 1 December.
- Year 6 Graduation – Wednesday, 7 December.

Facilities – Update

- Pool Operational – Swimming commenced this week.
- Security Fencing – Full completion.

In closing, I'd like to thank everyone for a great year despite the challenges that put us all to the test at certain times. I am looking forward to continuing into next year with the support of great teams and a Strategic Plan that provides clarity for all and an alignment of strategies which aim for EACH TO SUCCEED.

I would like to move a motion that the Principal's report be accepted by the P&C.



Penny Couch - Principal Middle Park State School