



MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association
Minutes of Meeting

Date:	21 March 2023
Attendance:	As per attendance sheet
Meeting Chair:	Kelly Ede
Minutes By:	Kelly Grogan
Opened:	19:20

a) **Apologies** – Amy Schefe, Sam Brandt

b) **Confirmation of the Minutes of the previous meeting** – Feb 2022

Amendments needed: Nil

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

c) **Correspondence Received** –

- Mt Ommaney electorate officer emailed to advise that Dominos Mt Ommaney is donating pizzas to the community. Erin from OSHC is contacting them to donate to a vacation care pizza party.
- Milton Dicks officer emailed to advise the Stronger Communities Programme is open for EOI's to share in \$150K for small capital projects.
- Jess Pugh MP: Request to 'update/replace' sign on the Fence. At present we do not have a sign on the fence. Kelly forwarded request to Penny for consideration. Penny has responded and approved, along with a request from Milton Dicks office. They will provide funds to the school for using that fence space. Penny has requested that the money will be used to fund some sports equipment. \$1000 per year and \$1500 across the two years.
- Starry Nights Outdoor Movie Fundraising team has contacted the P&C offering to organize this fundraiser.
- Emma Vaggs has requested a Mothers Day Tea Towel Fundraiser. This has a tight turnaround. The prep cohort is hoping to use the monies raised to fix some of the playground equipment in the prep area. Teatowels are around \$10 and can be sold for \$15.

Business arising:

Kelly Ede moves that the funds from the signage can go to the sports equipment.

Moved: Kelly Ede **Seconded:** Emma Vaggs **Carried:** Yes

Kelly Ede moves that the tea towel fundraising money goes to the prep playground.

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

d) **Executive Committee's Decisions** – Nil

Moved: **Seconded:** **Carried:**

d) **Treasurer's Report** – Presented by Flame

As per attached report.

Moved: Flame **Seconded:** Dee Jefferd **Carried:** Yes

g) **Admin Report**–Presented by Penny Couch

As per attached report.

Moved: Penny **Seconded:** Bec Ham **Carried:** Yes

h) **Director of Operation's Report** - Presented by Kelly Grogan/Bec Ham

As per attached report

Moved: Kelly Grogan **Seconded:** Bec **Carried:** Yes

Business arising:

P&C will cover the costs of a QAST membership for 2023.

Moved: Kelly E **Seconded:** Felicity **Carried:** Yes

i) **Fundraising Committee** Nil.

j) **Facilities Report**

There was action required in the grants space in relation to Jess Pugh that was being actioned by Sean F. Sean is no longer required to action as we were not eligible for this grant. Sean will, however, action the Gambling Funds Grant for tuckshop.

Moved: Sean **Seconded:** Kelly Grogan **Carried:** Yes

k) **Chaplains Report** – Presented by Felicity McClenaghan

As per attached report.

Moved: Felicity

Seconded: Kelly Grogan

Carried: Yes

l) **General Business**

The P&C to seek parent volunteers to come alongside the Student Council to facilitate and drive the containers for change initiative. Members discussed a willingness for the program to continue to support a sustainability message. The school has been developing a sustainability policy and look to include this program and consider others eg battery and toothbrush recycling.

A motion was presented to increase the P&C budget allocation for the Chappy. The budget would increase from \$10k to \$15k to cover wages. The valuable work of the current Chaplain Felicity was highlighted and her dedication to fundraising noted.

This change was supported by Members unanimously, noting this funding arrangement is subject to change and is to be reviewed annually as part of budget preparations.

m) **Business Manager report – Dee Jefferd**

School Business Manager Dee Jefferd presented Middle Park State School's budget and forward planning for P&C consideration. Dee tabled an expenditure summary report, budget cost centre breakdown and asset replacement schedule. The reports highlighted a considerable budget deficit forecast in out years. It was proposed to workshop a solution to these budget limitations in the May P&C meeting. The school agreed to refine the priority areas for investment prior to that meeting

m) **New Memberships – NIL**

Meeting closed 8:55pm

Next Meeting: April 18 2023

Middle Park State School P&C Association

Treasurers Report – Feb 2023

Below is a summary of the position for Middle Park State School P&C Association as at the end of February 2023.

Total Cash at Bank at 28 January 2023 = \$315,649

OSHC ACCOUNT \$173,497

GENERAL ACCOUNT \$141,970

BUILDING FUND \$0

OSHC MASTERCARD \$133

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$49

Outstanding payments:

- PAYG \$21,256
- Super \$8,032
- Creditors \$5,946
- QTC Loan \$258,907

Significant funding priorities and commitments:

- **Tuckshop refurbishment project** (grant application being managed by Sean F)
- Website development, branding and communications including signage.
- New Fridge for OSHC - future priority not budgeted.
- Airconditioning for new OSHC building - future priority not budgeted.

Significant commitments future years:

- **\$28,000 leave provisions** (annual leave, personal leave, long service leave accruals – note: approx. \$10,000+ of leave provisioning (on Balance sheet) is for unrealised LSL and new domestic violence entitlements and will not requiring provisioning at 100% value).

Significant commitments already paid this year:

- Annual QCan Teams Membership fees \$3,600
- A3 Wi-Fi capable colour Printer purchased for OSHC from Kyocera @ \$3,539.87 (budgeted for June 2023)

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$38	\$500	<p>\$77.90 was received from the Container Refund Scheme this month.</p> <p>Total uncommitted Cash for Cans funds is \$2685.34 Total amount raised to-date is \$8525.29.</p> <p>-----</p> <p>\$28.80 received from Chaplain fundraising event - reporting next month.</p> <p>-----</p> <p>\$300 paid to school for Arts scholarships from \$483.40 raised in 2022 Buskers Week donations. \$183.40 yet to distributed to the school once allocated.</p>
OSHC	(\$2,794)	\$25,773	<p>Net profit for February was \$9,369 (\$5k above budget).</p> <p>Income for the month is right on budget @ \$82K. OSHC is currently operating generally within budget expectations.</p> <p>YTD profit is still \$28K below budget due to shortfall in January however,</p> <ul style="list-style-type: none"> • \$10K CCS payment for Feb OSHC services was paid 1 March • approx \$20K of CCS/parent debt yet to be collected for Jan invoices. <p>We are actively working with parents to finalise account queries and get these fees paid. Recovery of these outstanding fees would put OSHC (and the overall P&C) very near on target for YTD.</p> <p>New printer has been purchased and installed in OSHC –was originally budgeted for June but became urgent.</p> <p>Area to watch: Wages are tracking ~15% above budget due to increased % of admin/accounts time during transition to Smart Central (but this is reducing) and staffing structure currently incorporating over-ratio staff member at busiest times. This has been highlighted with management for close monitoring.</p>

General	(\$4,956)	(\$2,646)	<p>P&C general expenses \$1,502 for February versus budget of \$1323.</p> <p>Overbudget spends in January continue to push YTD figures over forecast budget.</p> <p>Wages above budget for Jan/Feb due to higher percentage of admin hours spent for Audit prep etc.</p> <p>QCan restructured their TEAMS fees just after 2023 budget was approved and is also paid upfront (not monthly), therefore QCan expenses are well above budget forecast.</p> <p>P&C website fee is paid up front rather than monthly so also currently over budget.</p> <p>YTD spend is \$2,300 over budget.</p>
Tuckshop	(\$2,369)	(\$699)	<p>The tuckshop made a profit of \$772 in February. Sales are just above budget (103%).</p> <p>Food expenses are also above budget, mainly due to restocking at start of term. Bec continues to actively minimise food expenses as best she can, without compromising quality.</p> <p>Note: YTD Wages are currently tracking ~15% above budget. Investigation shows this is due to under-allocation of wages in Jan/Feb period when planning the budget.</p> <p>There is no wage blowout as figures at first glance suggest. Wage allocations in budget increase from March, and we can expect wages to closely match YTD budget by end of March/April.</p>

Uniform	\$9,266	\$2,772	<p>Uniform shop sales were on target at 95% of projected figure; coming in at \$6,100 for February.</p> <p>Cost of sales is 25% above budget for this month due to need to replenish items after exceptional sales figures in January.</p> <p>Uniform shop posted a Loss of \$461 for February due to the increased purchasing costs however</p> <ul style="list-style-type: none"> • YTD profit is ~\$9,000 which is still \$6,500 better than budget.
P&C Consolidated	(\$814.12)	\$25,200	<p>P&C total income for February was right on budget at \$101K (budget of \$100K).</p> <p>Overall profit for February is on budget \$7930 (budget of \$8076)</p> <p>Shortfalls in January OSHC payments received left us ~\$26K less than budget forecast, primarily due to unpaid OSHC fees.</p> <p>Due to the Jan shortfalls YTD overall P&C income is 10% below budget forecast which matches the \$20,000 outstanding OSHC fees. These overdue fees are currently being paid down as we work through transition issues and OSHC parents gain confidence in the system and the accuracy of their weekly bills.</p> <p>It is expected most of these fees will be recouped by the end of April, as Feb and the first weeks of March have seen direct parent payments increasing above budget forecasts.</p>

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



MIDDLE PARK STATE SCHOOL PRINCIPAL'S REPORT – 21 MAR 2023

AN INCLUSIVE COMMUNITY OF EMPOWERED LEARNING LEADERS

Cash at Bank

\$254 986

Enrolments 2023 - 639

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
97 (4)	90 (4)	85 (3.5)	85 (3.5)	85 (3)	98 (4)	101 (4)

HR

Term 1

- **Deb Whitbread** – unexpected leave in Term 1. Replaced by Steph Gordon 0.8/ Anne-Maree Blackburn 0.2.
 - Due to uncertainty of return to full time, this is expected to continue into Term 2 with Deb replaced by Samara McCallum (M, T, W, F) and Steph Gordon (Th)

Term 2

- **Fiona Graham** – Leave (17 – 28 April) replaced Michelle Acutt (19 – 26 April).
- **Michelle Acutt** – RAL (19 – 26 April) replaced by Taryn Kroesen

NAPLAN

The NAPLAN testing window opened last week with students participating in Writing and Reading on Wednesday (15/03) and Reading (16/03), and Language Conventions/Spelling and Numeracy on Monday (20/03) and Tuesday (21/03). Jo Mackintosh will now use the remaining window of testing to catch up any students that missed the tests due to absences. For the majority, students engaged well in all tests and the network infrastructure did not experience any issues.

Parent/Teacher Interviews

Parent/Teacher Interviews are being held this week. These are being conducted both in the Hall, on Tuesday night, and in classrooms for the remainder of the week where teachers have indicated their availability.

Vising Principals

On Monday, 13 March I had 6 principals from across the state visit Middle Park SS. (2 from Townsville, 1 from Sunshine Coast, 1 from Gold Coast, 1 from Lockyer District, 1 from Wynnum) This is part of a professional learning community I have been involved in for approximately 5 years. The purpose of the visits is to support leadership development, with a focus on what's working well in each other's schools, to discuss our leadership focus and for the group to provide feedback about next steps. Visits are scheduled for each term, with Wynnum or Gold Coast next on the agenda.

Staff Wellbeing

A Staff Wellbeing committee during Semester 2 last year and developed 2 goals, based on data from a People at Work survey.

Goal #1 – Create an environment that supports a positive work life balance by establishing clear communication protocols.
Goal #2 – Adopt practices that create a healthy, safe and respectful work environment for all staff.

In response to goal #1, the schools communication protocols have been reviewed and the following has been agreed upon by all staff and will be communicated to parents in the next newsletter and updated in the Parent Handbook.

- School staff will access their emails daily between the hours of 8am – 5pm.
- School staff will respond within an appropriate timeframe to email correspondence, but within 48 hours.



MIDDLE PARK STATE SCHOOL PRINCIPAL'S REPORT – 21 MAR 2023

In response to goal #2, we have increased signage in the office and on all entries into classrooms that clearly outline the Parent and Community Code of Conduct. These serve as a friendly reminder to all that physical and verbal aggression is unacceptable in any work environment.

Upcoming events

Term 1

- Brainways – Monday to Thursday
- Years 2 & 3 Swimming carnival – Monday, 27 March
- Easter Bonnet Parade – Friday, 31 March

Term 2

- ANZAC Day Ceremony – Monday, 24 April
- **ANZAC DAY PUBLIC HOLIDAY** – Tuesday, 25 April
- District Cross Country – Wednesday, 26 April
- Queensland Engagement and Wellbeing Survey – 2 May – 12 May (Years 4, 5, 6)
- **LABOUR DAY PUBLIC HOLIDAY** – Monday, 1 May

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

Director of Operations

MONTHLY P&C REPORT – March 2023

STAFFING

- This month, we have welcomed our new Assistant Coordinator, Sarah Huig.

PROFESSIONAL DEVELOPMENT AND TRAINING

- We opened up the space for our educators to go and update their CPR and First Aid Qualifications with First Aid Alive. We believe that all of our Educator's having these certificates is best practice for our families and our children, and we are happy to be supporting a local business.
- We are trying our hand at some fun little fund-raising activities where we are raffling off some prizes for fund-raising to go towards the children's last day of vacation care pizza party and to go into the fund-raising account as OSHC's contribution.
- We are welcoming an OSHC and Professional Development guru Saurubh, from We Belong Education to our organisation this coming Friday. Where he will be speaking to our Service about understanding and building culture with children within the Service and some hands-on training to support this also.
- We look forward to our Vacation Care period, where we will hopefully hit the ground running.

OSHC

ATTENDANCE in OSHC – week of 13th March, 2023

BSC – Mon: 100, Tues: 121, Wed: 119, Thurs: 101, Fri: 86

ASC - Mon: 127, Tues: 145, Wed: 138, Thurs: 136, Fri: 111

- We have redesigned the OSHC menu to incorporate healthy eating and children's interests
- Incorporating Indigenous perspectives in the term program using "8 ways of learning" that show ways our activities can embed Indigenous perspectives of learning, While continuing to use educator observations to in the program to align with MTOP
- Minor refinement to structuring the BSC and ASC routine to ensure ongoing communication between educators and the leadership team.
- Refined Extra Curricular charts for clarity for the use of educators
- Workplace Health and Safety – toys are being sorted and sanitised, staff are properly completing safety checklist, staff are following periodical
- Communicating positive interactions observed on the floor through SLACK
- Following up on expired staff credentials – demonstrating that staff are 'Actively working towards their qualification.'
- Professional Development with interactions with 'high need' children at the service
- Erin has begun an Easter-themed fun-raiser
- The service has begun to review sustainability practices regarding food wastage and actively trying to reduce our food wastage

TUCKSHOP

- Weeks have picked up as we settle into the last 2 weeks of term, this is normal pre COVID sales pattern.
- Our weekly special and cheap & cheerful are well received, making our service accessible while cost of living is a concern for many families, Flexi schools communication for these specials is very effective.
- Two more volunteers have joined Tuckshop so hoping that at the start of term 2 to try and get everyone in for a new Tuckshop team photo.
- Trying to manage ordering with changes to most of our deliveries all requiring larger minimum orders - working through options for the best result for Tuckshop.
- I headed off to QAST last Tuesday afternoon for a Policy & Procedure Presentation, it was really informative. Keeping it straightforward as we have all the procedures in place and following up with a policy would benefit Tuckshop and the P&C.
- I recommend we think about joining QAST again, it has been about 7 years since we were members as I felt they didn't really fit us anymore and didn't offer much for the cost. The information and support they now offer is definitely worth the membership cost. They have all the templates for Tuckshop Policies and tools for us to complete this task in a realistic time frame successfully.
- For consideration is QAST (Qld Association of School Tuckshops) membership annual fee \$280.

UNIFORM SHOP

- The shop has been steadily busy with both over the counter sales and Flexischools sales
- We have an update from our supplier that we are on track to receive senior shirts on the first day back of Term 2.
- Our winter orders have been placed and are due to arrive at the end of March
- Second hand uniform sales have been going very well, thanks to the donations of parents.

I, Tristan Dieben, Director of Operations for the Middle Park P&C association, move that my report be accepted.

Middle Park State School P&C: Chaplaincy Report March 2023

Social and Emotional Support

Next week our Fun Friends Group who started in Term 4 last year, will be finishing their program. They have enjoyed learning about identifying their feelings, helpful and unhelpful thoughts, making thumbs up choices and being a kind friend. We are currently planning term 2 groups and are excited to support our students.

Thank you to everyone who attended our Triple P Parenting session on 'Raising Resilient Children' on the 7th of March. This appeared to be well received. The next session "Fear-Less" is booked in for Tuesday the 9th of May.

Community Engagement

Breakfast Club continues to run well. Our fantastic student helpers continue to be amazing and families continued to kindly donate spreads and supplies to help us restart. As of last week, we have volunteers from 17 Mile Church coming to assist with Breakfast Club. Thank you Jason.

This term, I have continued to prepare to Easter Adventure Camp, the Scripture Union Camp that I both attend and team lead. Easter Adventure Camp is for students in years 5 to 7 and is happening at Emu Gully. This year, we are running in the second week of the holidays. This year we are excited to have some sponsorship opportunities for families who are struggling financially. If any families would like more information about the camp, please let me know.

Dads and Kids Event

Our Dads and Kids: The Amazing Race event was our biggest yet, with 63 families booking and 142 Dads and their kids attending. Thank you to Kelly, Glorz, Emma and the 17 Mile Church team for their help. Our next event will likely be a Dads Only State of Origin event. More information to come as we plan.

Fundraising

Our Subway Meal Deal that ran on the 27th of February was fantastic and made \$845.20 in profit. Our next Subway Meal Deal is booked in for 22nd of May.

Our Dads and Kids event was also financially successful. We made about \$945 from the tickets before expenses. Obviously there were a few expenses to take out (drinks, consumables for activities) which I'm sure will be included in the next meeting. The subway meal deal on the night also made \$104.80 which was fantastic as we didn't have as many orders as expected.

So before we take out expenses from the Dads and Kids event we have fundraised about \$1895.00 for our chaplaincy service this term. I would love any suggestions to help raise money for our chaplaincy service as I am aware that the amount we need to raise has increased this year.

I move that this report be accepted.

Felicity Mcclenaghan
Chaplain - Middle Park State School