



Middle Park State School
Parents & Citizens' Association
Minutes of Meeting

Date: 12 July 2022

Meeting Chair: Kelly Ede

Minutes By: Kimberly Percival

Opened: 7:10pm

Attendance:

- Kelly Ede
- Penny Couch
- Dee Jefferd
- Kelly Grogan
- Roger Maron
- Chappy Felicity
- Sean Finnerty
- Fiona Graham
- Jenni Atkinson
- Kimberly Percival
- Flame
- Cassy Homan
- Erin Lissner
- Nivedna Singh
- Tristan Dieben

a) **Apologies** – NIL. Bec encountered issues logging in.

b) **Confirmation of the Minutes of the previous meeting** – The Minutes from the June P&C meeting were noted. No amendments needed.

Moved: Kelly **Seconded:** Penny **Carried:** Yes

c) **Correspondence Received** - Inward & Outward

- Kerry Lewis- advising the P&C of the need to update ATO point of contact.
- Dee Jefford- updated documentation for the new OSHC building.
- Westmere Accounting- advising of changes to superannuation with the commencement of the new financial year.
- Emma Vaggs- query regarding PJ Day and P&C sign student permissions.
- MPSS- dates for fundraising activities and booked activities for the hall over vacation care period.
- General P&C operational matters.

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

d) **Business Arising from the Correspondence** – NIL

e) **Executive Committee’s Decisions** - NIL

f) **Treasurer’s Report** – Presented by Kelly Grogan

Middle Park State School P&C Association

Treasurers Report – June 2022

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

Total Cash at Bank at 30th June 2022 \$293,846

OSHC ACCOUNT \$162, 645

GENERAL ACCOUNT \$128,742

BUILDING FUND \$1,283.74 (Committed to Tuckshop refurbishment project)

OSHC MASTERCARD \$91

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$1,078

Outstanding payments:

- PAYG \$24,528
- Super \$1,106
- Creditors \$36,298
- QTC Loan \$279,502

Significant funding priorities and commitments:

- **OSHC infrastructure development project (including furnishing and interior of new building)**
- **Tuckshop refurbishment project**
- Website development, branding and communications including signage
- Tuckshop computer and printer

Significant commitments future years:

- **\$37,752.91 leave provisions** (annual leave, personal leave, long service leave accruals)

Significant commitments already paid this year:

- \$2,485- **OSHC infrastructure development project** for arborist to remove large tree that will impede construction
- \$14,597.25 was paid for drilling for phone lines for the **OSHC infrastructure development project**
- \$880- Website development, branding and communications support. Additional expenses anticipated for website hosting and signage
- \$639.63 - prep hats for 2023 were ordered by uniform shop
- \$3896.10 – three laptops, three phones and sim cards. Laptops are for admin staff, tuckshop and OSHC and phones are for admin, Tristan and OSHC responsible person
- \$25,000.02 – six payments of school ICT contributions (May and June both paid in June)

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$3,462	(\$5,600)	<p>\$305 was received from the Container Refund Scheme this month. Total uncommitted Cash for Cans funds is \$2,753.18. Total amount raised to-date is \$6,983.19</p> <p>Income from the Mother's Day stall was \$5,644 (May P&L), purchasing came in at \$4,210 for June. This raised \$1,434.</p> <p>Crazy sock day run by Chappy in May raised \$314.65</p>
OSHC	\$74,503	(\$7,517)	<p>Net profit was \$25,994 for June.</p> <p>New building has been handed over to us and the expenses for the new build have been finalised. We are now resourcing the building</p> <p>Wages were higher in the June period due to a small processing delay in May.</p> <p>With the new appointment of our accounts administration officer, review of all OSHC accounts and discrepancies in income from earlier this year has begun.</p> <p>Discussions continue with the management team and our admin staff on the status of accounts and amounts owing.</p>

General	(\$46,689)	(\$42,218.42)	<p>The May payment for school ICT contributions came out in June (along with the June payment).</p> <p>We are also still carrying the \$25k in the budget from January for the OSHC building noting the arborist and bag racks are the only things purchased to date and we are yet to have the bill for the racks hit our books.</p> <p>The purchasing of aircon is on hold at the moment pending further advise from EQ.</p>
Tuckshop	(\$1,373)	\$1104.80	The tuckshop made a profit of \$1,383 for June.
Uniform	\$4,160	(\$4,192.60)	The income recorded for the uniform shop was \$2,593 for June.
Building Fund		-	Nil to report
P&C Consolidated	\$31,312	(\$62,419.32)	<p>This month P&C made an overall profit of \$29,608.</p> <p>There continues to be a discrepancy between the YTD earnings and budget forecast as many of the large expenses detailed in the budget associated with the OSHC building are yet to be realised.</p>

The Mother's Day stall purchases were paid in the month of June, with a total profit of \$1,434 noted. Amazing work Kelly Ede, and all others involved.

Our new admin staff, Flame, has done a great job in this space and really hit the ground running. Thanks Flame!

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

Profit and Loss

Middle Park State School P & C For the month ended 30 June 2022 Cash Basis

	Jun-22	YTD
Income		
Administration Income from OHSC	-	909
Catering	100	403
Container Refund Scheme - P & C	305	1,131
Fees - OSHC	35,105	176,024
Fees - OSHC (CCS)	59,289	278,048
Fundraising - Colour Fun Run	-	10
Fundraising - Entertainment Book Commission	-	14
Fundraising - Free Dress Day	410	410
Fundraising - Mothers Day Stall Sales	-	5,644
Fundraising - Year 6	-	441
Fundraising Income	-	931
Income - Chaplain	315	1,915
OSHC Afternoon Tea	1,906	13,062
Sales - Tuckshop	12,473	50,370
Sales - Uniforms	3,028	20,704
Square Discounts	-	(48)
Square Sales	1,614	11,789
Total Income	114,544	561,758
Less Cost of Sales		
Purchases - Tuckshop	3,382	18,983
Purchases - Uniforms	6,756	26,212
Total Cost of Sales	10,138	45,196
Gross Profit	104,406	516,562
Less Operating Expenses		
Accounting & Administration	-	909
Audit Fees	-	1,200
Bad debts	-	43
Bank Fee Flexi Schools	322	1,418
Bank Fees	85	820
Bank Interest - QTC Loan	-	2,709
Bookkeeping Fees	106	1,235
Chaplain Expenses	-	855
Cleaning supplies	380	1,845
Computer Equipment	2	77
Computer Operating expenses	622	1,392
Equipment - Games and Toys	-	837
Equipment - Gardening	229	824
Equipment - Kitchen	259	341
Equipment - Room	-	1,512
Equipment - Sporting	523	1,038

Profit and Loss

	Jun-22	YTD
First Aid Supplies	-	270
Fundraising - BBQ Expenses	383	499
Fundraising - Mothers Day Stall Purchases	4,210	4,210
Insurance	-	2,796
Memberships	-	691
OSHC - Craft Supplies	125	1,182
OSHC - Facility Hire Expense	1,200	1,200
OSHC - Food	2,671	17,315
OSHC - Food-VAC	(23)	5,056
OSHC - VAC Activities	23	693
OSHC - VAC Art & Craft	454	2,065
OSHC - VAC Excursions	215	4,708
OSHC - VAC Incursions	-	5,716
Other Employer Expenses	-	158
Postage	-	198
Purchases - OSHC	485	517
School Contribution	-	31,564
School Contribution - Facilities	-	2,485
Square Fees	28	216
Staff - Amenities	22	54
Staff Advertising	265	560
Staff Training	164	2,509
Stationery	285	2,408
Subscriptions	80	430
Superannuation	5,993	33,865
Telephone & Internet	-	1,381
Wages & Salaries	60,316	344,028
Website Expenses	-	1,202
Year 6 Graduation - Expenses	-	220
Total Operating Expenses	79,423	485,250
Net Profit	24,983	31,312

Discussion at meeting:

The P&C acknowledges the contribution of Flame in working to address long standing CCS and account issues.

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

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



P&C Meeting

Principal's Report – 12/07/2022

Cash at Bank @ 12/07/2022

\$156 408

Enrolments 2022

Current enrolment figures @ 12/07/22 - 652 students.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
91	87	84	84	99	98	107

COVID – Changes to COVID-19 Vaccine Mandate

Effective Thursday 30 June 2022, the Chief Health Officer determined that schools are no longer a high-risk setting and that mandatory vaccination is no longer necessary for the safety of persons within a school or early childhood education and care setting.

Things to note:

- schools have very high vaccination rates among staff – approximately 99%
- schools continue to have a range of COVID-safe measures in place including:
 - rapid antigen tests (RATs) provided to students and staff who develop COVID-19 symptoms while at school, priority access to RATs at Queensland Health testing clinics and provision of RATs for close contacts where available
 - staying home when sick, getting tested when exhibiting COVID-19 symptoms, and
 - following Queensland Health advice for positive cases and close contacts
 - practising good hygiene including regular hand washing and use of hand sanitiser o
 - continuing enhanced cleaning including sick rooms and student or child service areas
 - ensuring good airflow in learning spaces using natural and mechanical ventilation as required
 - communication with the school community where positive cases are identified.

Strategic Planning – Parent Survey Responses

38 responses received in relation to the following questions. Some common themes:

1. What is currently working well at the school as a whole or for your child individually?
 - a. Communication
 - b. Staff (teachers and teacher aides)
 - c. Inclusion support
 - d. Caring community

- e. Facility upgrades
2. What is working well at the school but could be further improved?
 - a. Communication
 - b. Support
 - c. Parent involvement
 - d. Technology – use
 - e. Behaviour support to deal with bullying
3. What is not working at the school as well as it should or could be?
 - a. Leader in Me
 - b. Communication – events notification
 - c. Homework
 - d. Technology – use
 - e. OSHC
4. What is currently missing from our school that could or should be provided?
 - a. Extra-curricula – e.g. more sport offerings
 - b. Active School Travel
 - c. Indigenous perspectives
5. What do you want Middle Park SS to be known for?
 - a. Holistic approach to education
 - b. Caring, supportive community
 - c. Educational excellence and inclusion
 - d. High expectations
 - e. Equal opportunities

Annual School Opinion Survey 2022

The suite of *School Opinion Surveys* is undertaken each year by the Department of Education to obtain opinions about our school from families, school staff and students in target year levels (5, 6, 8 and 11). The surveys will help identify what we are doing well, and understand where we can improve.

Each school family will receive one email invitation from the Department of Education to complete the *Parent/Caregiver Survey*. The survey is anonymous, and the results are not reported in ways that an individual's response can be identified by the school.

Parents/Caregivers are encouraged to complete the survey. The survey can be completed via computers, tablets or smart phones with internet connection.

For Parents/Caregivers who do not have access to the internet school computers/tablets will be available. Parents/caregivers who experience difficulties accessing the survey can request a new survey from the *School Opinion Survey* team via email schoolopinionsurvey@qed.qld.gov.au.

HR Update

Taryn Kroesen has been employed to teach 3RK on Friday for the remainder of the year.
Lee Halls (Leave) – replaced by Gary Smith

Facilities – Update 12 June 2022

- Motorised gates – couple months away.
- Guttering fixed and new carpet – blocks 3 & 4

SRS 2023

No changes proposed for SRS 2023, with price to remain at \$70 for the year. I move a motion that the resource levy does not increase in 2023.

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



Penny Couch
Principal –

Discussion at meeting:

Members discussed access to school grounds with the pending installation of school gates.

Playgroup access, P&C staff and deliveries were discussed.

Motion moved not to raise the school levy- All members voted in favour.

The P&C to consider feedback received regarding OSHC.

Members discussed parents desire for more access to extracurricular sports and the ability to resume these as COVID restrictions ease.

Moved: Penny **Seconded:** Flame **Carried:** Yes

h) **Director of Operation's Report** - Presented by Tristan Dieben

Director of Operations

MONTHLY P&C REPORT – June 2022

STAFFING

- Riley Bygrave's has chosen to step back from Responsible person in anticipation of finishing his degree at the end of the year and moving on to a Teaching position.
- Joan Palme's has started her induction as a Responsible Person. This hasn't been announced as of yet because we went straight in to the Vacation Care period.
- Johana Moore resigned from OSHC due to finishing her degree and being offered a nursing position
- Sabrina Finisker resigned due to COVID vaccine mandates
- P&C award update is expected to come in for the 1 September 2022. Minimum wage increases of 5.5% are anticipated. Price reviews are underway for all 3 business units. Increases to products/menus/OSHC fees to be tabled next P&C meeting. Trying to keep it as low as possible for parent community.

PROFESSIONAL DEVELOPMENT

- Joomungie Land – Eagleby South State school. Tristan was invited to the official launch of Australia’s first community-based adventure playground. It was a chance to represent Middle Park P&C as a play work professional.
- First aid, CPR, A&A – We have found trying to get staff in one place at one time is proving harder and harder. Tristan to has worked with our provider to offer a more flexible arrangement for staff to access.

OSHC

Attendance

- After School Care: Monday 124, Tuesday 126, Wednesday 131, Thursday 120, Friday 104
- Before School Care: Monday 87, Tuesday 92, Wednesday 86, Thursday 79, Friday 77

VACATION CARE June/July

Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
58	101	70	64	46
80	90	91	89	67
Week 2				
61	54	101	77	44
94	96	95	85	69

- OSHC kitchen is tough to operate out of with the limited kitchen space. Staff are working through this and suggestions were raised at the last P&C meeting.
- Excursions and incursions- Trying to figure out how to offer more space for these events while not inflating the price. This topic is still current. I had a few circumstances of parents and children being upset that they didn’t get the excursion.

OSHC building

- Waiting on the last of the large furniture to arrive before moving ahead with the smaller orders. (The maybe list Bojana had listed)
- Visit from Early Education and Care on Monday 4/July/2022. Inspected the new building. Once the risk assessments and the updated emergency maps have been sent in. They are expecting a quick turnaround.
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TUCKSHOP

- Cost of ingredients is still frightful especially fresh ingredients, unfortunately these price increases are here to stay for a while so hoping our small price increase at start of term 2 will cover some of it in the short term.
- The next level of the single use plastic ban items is due to start September 1st, Tuckshop is already ahead with its packaging use and currently working on next stage – included the action [road map for reference](#).
- Coming up this term we have PJ free dress day for Tuckshop Pantry donation day in week 2 and Strawberry Sundae and Dagwood Dog Ekka Day in week 5.
- We need to make a permanent solution to our freezer in Tuckshop, Tristan is asking Dee if electrician can verify if it is our freezer or power supply that is the issue, this is an ongoing issue that needs a decision on. Currently we turn freezer on only on Fridays when making Sushi, but it makes a lot of work not having adequate freezer space for the rest of Tuckshop,

week 5 - We would need a better solution for our dagwood dog and Strawberry Sundaes to go ahead.

UNIFORM SHOP

- Senior Shirts – Seeking an update on where we are at? Confirmation on what date the poll is going out? Need to get this process underway.

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

Discussion at meeting:

- First line of figures in the table for vacation care were estimates of student numbers reported in the last report and the second was actuals.
- The OSHC leadership team has conducted a review of vacation care for this period.
- Price was noted to be an issue for some parents for some excursions.
- It was viable to have an offering for students to remain at the service while excursions were on. On some days, the numbers were higher than others.
- Hoping that children will seek to want to be involved in the preparation of food.
- Tomorrow the leadership team will be seeking feedback from staff regarding food.
- Parents still encountering challenges in booking vacation care online- facebook post assisted but it is noted that further communications would be beneficial.
- Nature play was noted to be fabulous- Woodcrest example noted.
- Note for the P&C to communicate to parents that when the plastic bans come into effect that price rises are attributed to this.
- Options for senior shirts to be presented to parents and students via survey before next P&C meeting.

ACTION: Tristan and Penny to do a site visit to build capability in the Nature Play space. Erin to be invited to participate.

ACTION: Penny and Kelly E to prepare survey to parents regarding senior shirt options in consultation with Cassy. student council leaders to facilitate consultation with student body- Flame offered support if needed.

Moved: Tristan **Seconded:** Felicity **Carried:** Yes

i) **Fundraising Committee** Report – Presented by Kelly Ede

- PJ day is next week. Emails went out today. This will be advertised on facebook following the meeting. This event will seek pantry donations for tuckshop. Teachers to prepare a list of students that participate to go into a draw for 10 free lunches. One for senior school and one for junior school.
- There is not the option to take goods direct to the tuckshop this time it must go to the classroom.
- Request from Jenni to communicate with teachers and parents regarding process to drop off Tuckshop goods.

- It was noted that 10 meals for one person appeared to be excessive. A lot of money for a prize that would be considered just as good to get one free lunch. Kelly E stated a decision was already made and this would be proceeding as is. Flame suggested we consider that places be given to spread the prizes by a few more. Note a previous prize event with tuckshop vouchers had previously cost tuckshop more than the profit and this needed to be taken into consideration when planning.
- Mop supplies needed for disco.
- Disco is end of week three. Will be communicated at the end of the week.
- Parent will be given the option to opt out of kids having coke by indicating on wrist band.
- Kelly E to lead disco this time. Katy will assist.
- Food was discussed and the importance of confectionary.
- Ekka Week. Tuesday will be dagwood dogs and strawberry ice-cream. And Friday will be free dress day.
- Father's Day stall will be week prior to Father's Day. Katy Pennell to assist.
- Note that the Friday leading into Father's Day will be a student free day.
- Busking week- the school is considering shifting into term 4 rather than late term 3. To coordinate with Fiona.
- Rainbow dash will be held end of term 3.

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

j) **Facilities Report** – Presented by Sean Finnerty - NIL

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

- The Chappy attended a schools ministry conference last week. Electives included indigenous perspectives, supporting families after suicide and separation.
- Email from company that did subway fundraiser that there are spaces in the term to do another. Felicity notes improvements can be made. Funds raised should hit bank account shortly.
- The mums and kids' trivia night is scheduled for 8 August.
- Send topics for rounds through to the Chappy. 80's music was suggested.

Subway fundraiser stats

Student orders - 447

Staff orders - 11

Total order - 458

Total Profit - \$595.40

Additional Donations- \$360.00

Total payout - \$955.40

Moved: Felicity **Seconded:** Penny **Carried:** Yes

l) **General Business**

a. **Containers for Change** – Presented by Jenni Atkinson

Over 800 containers were collected by Prep MS in the blitz. Winner to be announced shortly. Jenni Would like to try and get more students on board. Would like to not going back to giving out prizes.

Total cost of upcoming water refill station is approximately \$4,475.

The P&C supports Dee to proceed and order the bubbler.

Design to be considered.

Parent had issue dropping containers off without the number at the Sumners precinct. Jenni advised she wasn't aware of this but will include the number in future correspondence.

Student council to ask students around the school of what to invest in next with an environmental focus.

b. **Tuckshop funding opportunity**

A meeting has been scheduled with Jess Pugh MP on Thursday 21 July to discuss the recent announcement by the Queensland Government to invest in tuckshop facilities. The P&C will be updated at the next meeting.

c. **Other**

- Dee looking to tender for aircon in the new OSHC building.
- Parent complaint about insufficient use of aircon at OSHC and Director of Operations is now considering the best approach to the use of aircon at the service noting the flow of students and building design.

m) **New Memberships** – NIL

Meeting closed at 8:55pm

The next P&C Meeting will be held on **Tuesday 9 August at 7pm** format to be decided. Issues with participant access today noted to be associated with the use of Chrome browser. Members to be advised of next meeting via Facebook and email.