



## Middle Park State School

Parents & Citizens' Association  
Minutes of Meeting

Date: 7 June 2022

Meeting Chair: Kelly Ede

Minutes By: Kimberly Percival

Opened: 7pm

### Attendance:

- Kelly Ede
- Penny Couch
- Dee Jefferd
- Kelly Grogan
- Roger Maron
- Chappy Felicity
- Sean Finnerty
- Emma Vaggs
- Jenni Atkinson
- Kimberly Percival
- Flame
- Cassy Homan
- Sue Jones
- Erin Lissner

a) **Apologies** – Nivedna, Katy, Bec.

b) **Confirmation of the Minutes of the previous meeting** – The Minutes from the May P&C meeting were not issued in time. To be sent following the meeting.

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

- Kym Crook- Australian Fundraising
- Correspondence with the school regarding P&C signs and postponing of the fete
- Operational business
- Dr Sarah Warner from the University of Queensland requesting the P&C participation in a research survey
- 'Our Community' advising of an opportunity to apply for the 2022 Treasurers award.

**Moved:** Kimberly **Seconded:** Felicity **Carried:** Yes

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

e) **Executive Committee's Decisions**

- Purchasing of laptops and phones for Tuckshop, Uniform Shop and Admin.

- The approval to proceed with the purchasing of resources for the new OSHC building.
- The appointment of the new Coordinator for OSHC and Admin and Accounts Officer roles.
- Postponing of fete and state of origin fundraising event.
- New date for disco will be week 2 or 3 next term. To be confirmed.
- New projector for the OSHC building is being sourced via school- P&C to get in touch with Chris for installation.
- Uniforms- considered options for generic senior shirts- supported by Penny Couch.
- Purchasing of bag racks for OSHC building.
- Payment for telephone lines and rock drilling associated with OSHC build.
- School coloured beanies are being considered. Costed at approximately \$4.
- Parents enquiring about long sleeve rugby shirts. Cassy is following this up. There will be 30 made available and then they are discontinued through that supplier.

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

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

## Middle Park State School P&C Association

### Treasurers Report – May 2022

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

#### **Total Cash at Bank at 31<sup>st</sup> May 2022 \$311,995**

OSHC ACCOUNT \$173, 681

GENERAL ACCOUNT \$135,161

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

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OSHC MASTERCARD \$735

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$1,135

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Outstanding payments:

- PAYG \$17,302
- Super \$8,143
- Creditors \$36,298
- QTC Loan \$281,054

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:

- **\$38,303 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
- \$16,666.68 – four payments of school ICT contributions (will do May and June in June)

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$8,640	\$2,500	<p>\$23.18 was received from the Container Refund Scheme this month. Total uncommitted <b>Cash for Cans</b> funds is <b>\$2,448.18</b>. Total amount raised to-date is \$6,687.19</p> <p>Income from the Mother's Day stall was \$5,644, noting the expenses for this have not been allocated. It is unsure at this time what the profit for the event is.</p> <p>Election BBQ was held and raised \$931.40 and expenses were \$116.35.</p> <p>The free dress which will contribute towards year 6 graduation and the Easter egg guessing competition from April, totalled \$438.41.</p> <p>Crazy sock day (chaplains' event) and subway fundraiser (chaplains event) was</p>

			held in May and will be reported in the June period
OSHC	\$42,854	(\$14,988.25)	<p>Net profit was \$20,182.70 for May.</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>All staff attended a workshop – training costs totalled \$845</p> <p>Wages will be higher in the June period due to a small processing delay.</p> <p>With the new appointment of our accounts administration officer, we will conduct a review of all OSHC accounts and discrepancies in income from earlier this year. Discussions continue with the management team on the status of accounts and amounts owing.</p> <p>QTC loan payment of \$1338.77 was paid</p>
General	(\$45,295)	(\$38,162.95)	<p>The May payment for school ICT contributions will come out in June.</p> <p>Advertising costs of \$295 were paid for recruitment of two roles.</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	(\$2,589)	512.50	<p>The tuckshop made a profit of \$6,482 this month as opposed to the \$4000 budget. This may be due to the price increase to offset higher expenses, and more volunteers.</p>
Uniform	\$4,160	(\$4,192.60)	<p>The income recorded for the uniform shop was \$3,903 for May. This is a strong</p>

			result, may be attributed to the cold weather.
Building Fund		-	Nil to report
<b>P&amp;C Consolidated</b>	\$6410	<b>(\$65,126.70)</b>	<p><b>This month P&amp;C made an overall profit of \$17,585.</b></p> <p><b>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.</b></p>

In May the executive team approved resources for the second OSHC building which will roll through the next period. We realised high performance in tuckshop due to price increases, and a strong outcome for uniform. Great work everyone.

We look forward to working with our new admin and accounts officer – welcome to the team!

Now that the OSHC building project has progressed we anticipate expenses for resources to a value of \$70k to come through. We thank Bojanna and the OSHC for their incredibly hard work in project managing the new OSHC space.

Thank you to the school community for their support at our fundraising events.

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

# Profit and Loss

## Middle Park State School P & C All Departments 1 May 2022 to 31 May 2022 Cash Basis

	Fundraising	OSHC	P & C	Tuckshop	Uniform	Total
<b>Income</b>						
Container Refund Scheme - P & C	-	-	23	-	-	23
Fees - OSHC	-	32,311	-	-	-	32,311
Fees - OSHC (CCS)	-	50,747	-	-	-	50,747
Fundraising - Mothers Day Stall Sales	5,644	-	-	-	-	5,644
Fundraising - Year 6	388	-	50	-	-	438
Fundraising Income	931	-	-	-	-	931
OSHC Afternoon Tea	-	-	-	5,677	-	5,677
Sales - Tuckshop	-	-	-	14,768	-	14,768
Sales - Uniforms	-	-	-	-	2,721	2,721
Square Sales	-	-	-	-	1,182	1,182
<b>Total Income</b>	<b>6,963</b>	<b>83,058</b>	<b>73</b>	<b>20,445</b>	<b>3,903</b>	<b>114,443</b>
<b>Less Cost of Sales</b>						
Purchases - Tuckshop	-	-	-	5,212	-	5,212
Purchases - Uniforms	-	-	-	-	2,305	2,305
<b>Total Cost of Sales</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,212</b>	<b>2,305</b>	<b>7,517</b>
<b>Gross Profit</b>	<b>6,963</b>	<b>83,058</b>	<b>73</b>	<b>15,233</b>	<b>1,599</b>	<b>106,926</b>
<b>Less Operating Expenses</b>						
Bank Fee Flexi Schools	-	-	-	191	60	251
Bank Fees	-	118	11	31	-	160
Bank Interest - QTC Loan	-	1,339	-	-	-	1,339
Bookkeeping Fees	-	-	467	-	-	467
Cleaning supplies	-	366	-	5	-	371
Computer Operating expenses	-	233	-	-	-	233
Equipment - Room	-	606	-	-	-	606
Equipment - Sporting	-	381	-	-	-	381
First Aid Supplies	-	15	-	-	-	15
Fundraising - BBQ Expenses	116	-	-	-	-	116
OSHC - Food	-	6,953	-	-	-	6,953
OSHC - Food-VAC	-	783	-	-	-	783
OSHC - VAC Activities	-	386	-	-	-	386
OSHC - VAC Art & Craft	-	693	-	-	-	693
School Contribution	-	-	14,597	-	-	14,597
Square Fees	-	-	-	-	20	20
Staff Advertising	-	-	295	-	-	295
Staff Training	-	845	-	-	-	845

## Profit and Loss

	Fundraising	OSHC	P & C	Tuckshop	Uniform	Total
Stationery	-	175	-	12	-	186
Subscriptions	-	50	-	-	-	50
Superannuation	-	4,433	94	772	100	5,399
Telephone & Internet	-	375	-	2	2	379
Wages & Salaries	-	45,125	948	7,738	1,004	54,815
<b>Total Operating Expenses</b>	<b>116</b>	<b>62,875</b>	<b>16,413</b>	<b>8,751</b>	<b>1,186</b>	<b>89,341</b>
<b>Net Profit</b>	<b>6,847</b>	<b>20,183</b>	<b>(16,340)</b>	<b>6,482</b>	<b>412</b>	<b>17,585</b>

Discussion at meeting:

There are further expenses associated with the election BBQ to be reported- Flame to code appropriately. Flame to also re-code the \$50 fundraising from P&C to fundraising.

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

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



### P&C Meeting

### Principal's Report – 07/06/2022

#### Cash at Bank

\$571 539

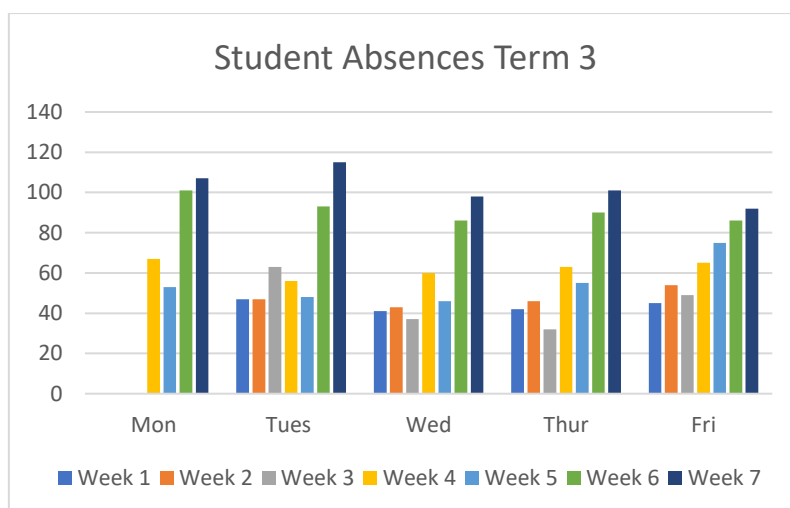
#### Enrolments 2022

Current enrolment figures @ 07/06/22 - 650 students.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
89	89	84	83	100	98	107

COVID, as well as a number of other flu related illnesses and reasons continue to impact on school operations, with both staff and student absences increasing as the weeks have progressed. The percentage of student attendance has dropped from 93% in week 1 of this term, to 85% in week 6.

Staff absences and shortage of supply teachers has required some splitting of classes.



### Strategic Planning

In week 6 of this term, all teaching and support staff were brought together for a meeting to gather feedback in regards to the current Strategic Plan 2022 – 2025, which was developed following the School Review in October 2021. The purpose of gathering further feedback was to ensure alignment of priorities/strategies and actions to the vision for MPSS and to consider any further room for stretch and innovation. Staff were asked to consider where we are now, where we want to be in 4 years' time and what do we want to be known for, i.e. MPSS is the school of choice because.....



When the feedback was collated, some of the key themes emerging, led to the development a revised vision statement, which still encompasses our motto – Each to Succeed:

***EACH TO SUCCEED: An inclusive community of empowered learning leaders.***

The next stage in this process is to gather feedback from our parent community through a survey to further inform our priorities and strategies. This survey will be distributed prior to the end of term via email, and will include the following questions.

1. What is currently working well at the school as a whole or for your child individually?
2. What is working well at the school but could be further improved?
3. What is not working at the school as well as it should or could be?
4. What is currently missing from our school that could or should be provided?



## Branding

Working with FlexPR, we have asked them to create adaptations of our logo for special days/events throughout the year. These are the designs so far. FlexPR will also be engaged to redesign our Strategic Plan 2022 – 2025 to make it more reader friendly



## HR

Emma, Fiona and I will be at the Queensland Association of State School Principals (QASSP) conference from Wednesday to Friday this week. In our absence, our Heads of Teaching and Learning and Head of Special Education will be delegated officers in charge.

## Nationally Consistent Collection of Data on School Students with Disability (NCCD)

Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). This process requires schools to identify information already available in the school about supports provided to students with disability.

Information provided about students to the Australian Government for the NCCD includes:

- Year of schooling
- Category of disability: physical, cognitive, sensory or social/emotional
- Level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial or extensive.

This information assists schools to:

- formally recognise the supports and adjustments provided to students with disability in schools
- consider how they can strengthen the support of students with disability in schools
- develop shared practices so that they can review their learning programs in order to improve outcomes for students with disability.

The census collection for this data is between 27 June and 5 August, 2022.

## Facilities – Update 7 June 2022

### Prep Shed

Still awaiting the contractor to complete some finishes and engineering certification. New racking has been set up ready for use following certification.

### Fencing Project

The fence side of the project is almost completed. The gate automation is the final step in completion of this project and will take more time yet. General signage has been reinstated and gates are now numbered. Boom gates on Sumners Rd are now back in use.

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

Discussion at meeting:

P&C to mirror the adaptations to logos for the P&C logo as well.

Student resource scheme will be presented at the next meeting.

**Moved:** Penny **Seconded:** Kimberly **Carried:** Yes

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

## Director of Operations

### MONTHLY P&C REPORT – June 2022

#### ATTENDANCE in OSHC

- After School Care: Monday 123, Tuesday 123, Wednesday 132, Thursday 124, Friday 104
- Before School Care: Monday 93, Tuesday 98, Wednesday 94, Thursday 86, Friday 86

#### VACATION CARE June/July (As of 07/06/2022) –

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	58	43	70	64	46
Excursion	-	58	-	-	-
Total	58	101	70	64	46
Week 2	61	54	66	30	44
Excursion	-	-	60	47	-
Total	61	54	126	77	44

#### STAFFING

- Coordinator Position has now been filled. Congratulation to Mrs Erin who was an internal application.
- Steph Donaldson has given her resignation, her last day with us is the end of May 2022
  - Interviews are currently taking place for a suitable replacement.
    - This position will be PPT and be accounting for the P&C and administration of parent accounts in OSHC.
      - This position has now been filled by Flame. Flame has been a long-term parent of our community and we are honoured to have her knowledge join our paid employment team.

#### OSHC

- Vacation Care
  - Food
    - Tuckshop staff are not keen on working in the next school holidays.
      - Assembly menu has been drafted by Bec Ham.

- We are now looking on how to best facilitate this as OSHC kitchen is very hard to operate out of with the limited kitchen space.
- Excursions and incursions
  - Trying to figure out how to offer more space for these events while not inflating the price.
    - This was put on the back burner due to Tristan being on leave.
    - Bus transit company has added a “Fuel Fee” this cost has had to be passed on to families now unfortunately.
- Fees
  - I have heard some feedback enquiring as to how fees are being set, and that some fees are too high.
    - We have tried to keep things as low as possible, but this may come as a slight loss to us in the short-term.

#### PROFESSIONAL DEVELOPMENT

- Leadership of OSHC have undergone a review of induction process. This is to align to the focus of how we promote our common language in the OSHC staff and develop a better understanding of our frameworks to best utilise them.
- Erin and Kirsten to attend a PD on how to build, maintain and read budgets with in the OSHC sector.

#### Tuckshop

- Upcoming Bec Leave.
- Official appointment of Liz Ham as a casual relief position in tuckshop

#### Uniform Shop

- This Friday, Cass and I will be hosting Branded clothing to discuss what they could offer cost wise for us to then do a cost comparison.
  - Meeting has been conducted. I have the report.
    - Biggest discrepancy is that there is a difference between AUS made and imported.
- We have had a handful of parents reach out asking for the long sleeve shirts. Cass has done some working with existing and other suppliers and we couldn't find a viable long-term option.
  - Current supplier still has 30 units available. We will sell the 30 and then discontinue this item and communication to parents will go out.

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

Discussion at meeting:

- The hall kitchen being considered as an option to prepare food. Dee supports the use of this underutilised space. Deep cleaning may be required.
- Ensure all staff are adequately trained in the safe handling and preparation of food.
- Free food safety training to be provided through council. Explore Bec to train the staff.
- Costs associated with craft being considered.
- Bec developed tuckshop rostering and operations guide as a mitigation measure in case of illness.
- Need to identify the back up for Cassy Homan as a mitigation measure- consider volunteers as an option.
- P&C requested to consider whether uniforms should be sourced from Australia or whether to go elsewhere. Noting it varies depends on family's financial situation and many parents source from Best and Less. Cassy discussed the fading of uniforms is the result of it being cotton and that there is a shift towards blends.

**Moved:** Tristan **Seconded:** Sean **Carried:** Yes

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

- Tomorrow is free dress day.
- Disco early next term.
- More comprehensive update to be given at the next meeting.
- Ekka fundraising ideas was discussed.
- Wakakirri date set for the Ekka holiday.
- Term 3 free dress will be a tuckshop donation rather than a gold coin.

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

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

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

- There are two groups running this term.
- These groups are talking a lot about feelings and exploring emotions.
- Breakfast club is running well. There is a great group of volunteers.
- Donations are needed- Felicity to prepare a list to be posted on the parents' page.
- Chappy Week was 'awesome'. Subway meal deal- about 450 subs purchased.
- Planning for the first mums and kids' event is underway- It has been earmarked for Monday 8 August and will be a trivia night.
- At the last P&C meeting we discussed the possibility of pie drive- Two Kings Bakery advised it is beyond their ability.
- Chappy Felicity will be changing days in coming weeks to suit needs of her school communities.

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

l) **General Business**

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

Fortnightly collection continues.

Discussions with Dee regarding the installation of the prep unit. It has been quoted as \$3,275. Plumber is in the process of providing a quote to install at the side of the year one block. This includes the electrical work and is estimated at \$1,200.

Dee advised that there would be a short lead time for the installation of this unit.

The P&C voted on the expenditure to purchase the unit and to install up to a value of \$4,500. The vote was in unanimous agreement. Vote outcome was in favour with all members voting YES.

Consideration is now to be given to what next. Jenni to advise the P&C at a future meeting.

**b. P&C networking conference in August**

Kelly to investigate costs and submit proposal to next P&C meeting. Tristan has attended previously, and value was obtained.

**c. Other**

- A P&C member list is to be established to enable effective communications. Tristan to assist.
- Members discussed the pros and cons of online meetings and decided to proceed with an online meeting for July.

**m) New Memberships – Roger Maron**

Meeting closed at 8:37pm

The next P&C Meeting will be held on **Tuesday 12 July at 7pm** online. Members to be advised via Facebook and email.