



MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association
Minutes of Meeting

Date:	11 October 2022
Attendance:	Jenni Atkinson, Cass Homan, Kelly Ede, Kelly Grogan, Kimberly Percival, Sean Finnerty, Flame, Erin Listner, Tristan Dieben, Roger Maron, Felicity McClenaghan, Neve Singh, Dee Jefferd
Meeting Chair:	Kelly Ede
Minutes By:	Kelly Grogan
Opened:	19:10

Apologies – Bec Ham

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

Moved: Kelly Grogan

Seconded: Niv Singh

Carried: Yes

- b) **Correspondence Received** –

Athletes foot contacted us and offered us a deal - \$5 for each pair of shoes will come back as a donation in the form of sporting goods or a voucher. Kimberly met with Athletes Foot Kelly, Penny approved exploring this and there are only a few terms and conditions. Will just have to decide how to let parents know about it. Credits are non-transferable. Vouchers or contribution to sporting equipment would be provided. Kim asked if we should register. Kelly E advised that we do this with rebel sport. Kelly E supports this and wants to look for more similar opportunities. Kelly G seconds. Kelly E has advised that we need to keep our details current (executive email address to be used).

Moved: Kimberly Percival

Seconded: Kelly Ede

Carried: Yes

Kelly Ede – ongoing conversation with a parent has been going into junk mail folder. Child was unable to attend the last disco, and family was unable to attend the trivia event. Parent wants to be refunded. Kelly E advised we could refund, but under normal circumstances we can't refund after the cut-off date. Also had a conversation with Bec Ham – can we put a disclaimer on our fundraising advertising to explain this. Kelly Ede to send to our chaplain for her fundraising events also. Bec will put something similar on the fun days that the tuckshop has.

Moved: Kelly Ede

Seconded: Felicity McClenaghan

Carried: Yes

Keren (previous treasurer) advised that her contact details are still with the ATO. Kelly G has actioned this.

d) Treasurer's Report

Middle Park State School P&C Association

Treasurers Report – September 2022

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

Total Cash at Bank at 30th September 2022 = \$313,201.41

OSHC ACCOUNT \$210,073.44

GENERAL ACCOUNT \$100,884.60

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

OSHC MASTERCARD \$500

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$459.63

Outstanding payments:

- PAYG \$23,316.00
- Super \$5,840.57
- Creditors \$23,107.72
- QTC Loan \$272,766.72

Significant funding priorities and commitments:

- **OSHC infrastructure development**
- **Tuckshop refurbishment project**
- Website development, branding and communications including signage
- Tuckshop computer and printer

Significant commitments future years:

- **38,302.93 leave provisions** (annual leave, personal leave, long service leave accruals)

Significant commitments already paid this year:

- \$49,361.52- **OSHC infrastructure development** – New Build fitout – purchases and equipment for new OSHC building.

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$8,063	\$13,000	<p>\$428.40 was received from the Container Refund Scheme this month. Total uncommitted Cash for Cans funds is \$1841. Total amount raised to-date is \$7917.</p> <p>-----</p> <p>Chaplain fundraising 'profits' of \$1820 YTD have already been sent to Scripture Union. There remains \$1,144.17 from Felicity's recent fundraising to pay to S.U. taking total to \$2964 YTD – well done Felicity.</p> <hr/> <p>Rainbow Dash profit/funds budgeted in September (at \$4,000) not yet deposited.</p>
OSHC	<p>\$107,545</p> <p><i>Note: Less approx. \$50,000 in equip and resources for new build currently showing as asset on balance sheet (ie. Not yet depreciated / expensed) so not indicated on P&L statements.</i></p>	(\$668.88)	<p>Net profit was \$14,972 for September. 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. \$50,000 of this has been spent but not yet depreciated which is major reason why the actuals and forecast are so different.</p> <p>The other reason is \$57,000 YTD budgeted line item "Admin/Accounting" meant to be paid to P&C dept to cover accounting wages and P&C school contribution.</p> <p>This is effectively only a cost transfer between the Departments and has not been done since Jan22. Accounting wages have instead been directly allocated to relevant departments so are included under OSHC wages expenses.</p>

			Discussions continue with the management team on the status of accounts and amounts owing.
General	(\$72,376) <i>Note: due to change in accounting practice approx. \$50,000 in school contributions no longer showing as "income" to general department hence larger 'loss'.</i>	(\$41,178)	School contribution payments have been paid for January-September to a total of \$53,934. Loss is showing higher than budget due to no longer accounting for "school contributions" from OSHC as an expense and a corresponding 'income' to general budget. The purchasing of aircon is on hold at the moment pending further advise.
Tuckshop	(\$786)	\$8194	The tuckshop made a deficit of (\$2,193) this month due to holiday period. Annual workers comp expenses also paid this month (\$700). In response to the increased wages and food costs the Tuckshop has revised menu pricing. Tuckshop sales are strong with \$8328 of sales in September on target with budgeted sales.
Uniform	\$6,455	(\$3,014.60)	The income recorded for the uniform shop was \$1544 for September – traditionally slow sales month. YTD profit is currently \$10K above the budgeted loss, but payment of 10K+ of supplier bills due this month means the actuals are expected to closely match budget next month.
Building Fund		-	Nil to report – tuckshop purchases expected to be billed in October.
P&C Consolidated	\$42,900	(\$53,094.18)	This month P&C made an overall profit of \$1,202. 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 and/or depreciated.

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

We will be transitioning to a new system called 'SmartCentral' as opposed to Qikkids. This should make it easier to show current debt levels.

Dee advised that the company who quoted us for OSHC air conditioner was at the school because they will soon be fixing slash installing 7/8 air conditioners across the school. Quote shouldn't change much if we decide to move ahead, but it will need to be re-quotes by the 3 businesses that tendered.

Freezer monies will have to come across to the school from the building fund account.

Kelly E has asked Flame to investigate the strong sales for tuckshop for the month.

Actuals for tuckshop are expected to match budget next month.

Bec has ordered a few other items and will have the building fund closed out on schedule.

Moved: Flame

Seconded: Kelly Grogan

Carried: Yes

e) **Admin Report** – Presented by Dee Jefferd



P&C Meeting

Principal's Report – 11/10/2022

Cash at Bank @ 13/09/2022

\$262 961

Enrolments 2022

Current enrolment figures 648 @ 09/10/2022

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
90	83	85	83	100	98	107

Predicted enrolments 2023 - 634

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Student no.s	95	90	83	85	83	100	98
Classes	4	4	3.5	3.5	3	3.5	3.5

Step Up into Education Initiative

Middle Park SS has been successful in an application to become a 'Transition Adopter School' as part of the Step up into Education Initiative, which is committed to improving children's transition into schooling through a focus on effective partnerships and evidence-informed approaches to early years curriculum and pedagogy.

Funding is provided over 2 years to support access to a wide range of professional learning opportunities, including webinars and podcasts presented by our transition research partners, to assist in planning, implementing and evaluating transition strategies and early years practices.

Further information can be found by visiting the following website [Step up into Education \(2021–2024\)](#).

Term 4 Events

- Busker Week – Week 4. Friday, 28 October.
- 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 Upgrade – ongoing. Delays to Term 4 swimming lessons. Looking at mid-term commencement date dependent on completion.
- Motorisation of Gates –

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

School swimming accounts will need to be adjusted and pricing for students changed based on the works to the pool that are ongoing. The covers will need to be replaced at some point.

Dee advised that the tuckshop does not have to purchase bins as she has provided these.

Kids want their names on the back of their senior shirts. Parents will no longer be surveyed in relation to this. Shirts will be ready around term 2.

Moved: Dee Jefferd

Seconded: Kimberly Percival

Carried: Yes

f) **Directors Report** – Presented by Erin Listner

Director of Operations

MONTHLY P&C REPORT – October 2022

STAFFING

- Congratulations to Anna Flett, she was successful in her application as our new Assistant Coordinator. We also welcome Educators Jack Rowan and Tessa Molloy to the OSHC team. We are still open to receiving new staff throughout the term, but we are not actively advertising this at this stage.
- All staff are sporting their new uniforms, thank you to the P&C, we all look so professional, now to wait for the hats.

OSHC

ATTENDANCE in OSHC – week one term 4

- After School Care: Monday - public holiday, Tuesday - 137, Wednesday - 135, Thursday - 140, Friday - 106
- Before School Care: Monday – public holiday , Tuesday - 105, Wednesday - 101, Thursday - 97, Friday - 89
- Vac care:

- Week 1: Monday 76/75, Tuesday 91/90, Wednesday 33/30 and 63/60, Thursday Closed, Friday 78/75
- Week 2: Monday 77/75, Tuesday 103/105, Wednesday 77/75, Thursday 77/75, Friday 73/76
 - There have been caps placed on rolls due to being short-staffed.
- Term
 - Revised after-school care routine to be implemented for the start of term 4 where we will be implementing split age groups for meal times and group activities aimed at the junior spaces and senior spaces which will hopefully reflect on feedback that is given from these age groups with the vision to "engage" the children rather than have them be "bored" and display potential negative or non-desireable behaviours
 - Focused on feedback from staff and families around afternoon team time, pack-up times and also making more allowances around age-appropriate interaction
- QCAN
 - Collectively Tristan and Erin have put our names in the hat to show off our Service and host a QCAN qorkshop that is coming up on October 25th and then again hosting a member's meeting at another date that is yet to be confirmed. This is very exciting and we will be able to show off who we are and what have on offer at Middle Park OSHC

PROFESSIONAL DEVELOPMENT

- All OSHC staff are regularly invited to any Professional Development opportunities that arise and they are encouraged to attend to build their professional knowledge about the industry, however as a management team we are making more of an effort to make our "muster chat" before the after school care sessions a more in-depth training session in the hopes to eliminate or shorten staff meetings. We are even taking notes and uploading the notes directly onto a muster chat group so that all staff are getting the same information and that all RP's are making an effort to be a part of the "training" process rather than just the one person.

Tuckshop

Purchases by Dee for Tuckshop are

Westinghouse 300ml Chest Freezer total \$704 delivered last week of term. It Is fantastic!!

Bins have been ordered and I fully expect them to arrive first week back cost \$135.36

Dee will send through expenses for P&C to reimburse from building fund \$1283.74

Stools and a few trays are ordered for click and collect and due for pick up soon total cost \$162.

\$282.38 remains and more purchases will be made at Coles and Big W.

Kmart is out of stock of most baking trays currently.

I have been asked to have all purchases done by 1st of November, mid-October is when I will have it finalised.

Price increase was approved by Exec and Summary & recommendation is included

New Late order policy starts this term, staff in office have copies of order slips and a digital copy.

Communication to go home via email and Parents page regarding our new procedure for late orders

UNIFORM SHOP

- Price increases have been implemented on culottes, sports shorts, and formal shirts, as per the last P&C meeting.
- Finalisation required as to Senior Shirt preferences so we can begin the process as soon as possible. Feedback from the school surveys needs to be considered and discussed.

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

Summer vacation care has been planned out, but Kirsten is still costing out each day. Tristan will be presenting this at the next P&C meeting.

Moved: Erin Listner

Seconded: Kelly Ede

Carried: Yes

g) Fundraising Update

Rainbow Dash was lots of fun when it was held on Friday 7th October. We went through Australian Fundraising and we chose the coral planting option. We ended up with \$7500 raised online (Australian Fundraising takes 40%). Kelly E will advise what we made to advise if it was worth it.

Disco Friday 14th. A lot of volunteers for the junior disco but not many for the senior disco. Despite some conversations after the last disco, we will not be having the children leave the hall at any point. Penny and Kelly have decided to barricade off an area within the hall where the food and drink can be consumed – no food or drinks on the dance floor. Kelly will direct parents to stay in the spot they are assigned.

Busker week is ending in a performance night – wine and nibbles will be on offer. Kelly E will organise a team to assist. From 5pm there may be a pizza or sausage sizzle etc.

World teachers' day is coming up. We also did teacher aides day and the community bought in a plate of food each to share on the day.

Spring picnic is tentatively booked in on the 5th of November. It is no longer called ladies race day but this has been rebranded. Tristan raised concern regarding the number of green ant bites from the last one. Kelly E to investigate.

Grade six fundraising- they will have a free dress day at some point this term. Kimberly raised the 5c challenge. Kelly advised that this has not occurred. The need to make \$1500 in fundraising for this was discussed. Flame advised there is \$446 in the account for year 6's after a free dress day. Kelly and Fiona will discuss year 6 graduation (Kelly as a parent and an exec). Emily De Vries will create a free balloon display at the graduation this year (we will likely pay for the cost of the balloons.) Unsure if there will be a disco this year.

P-2 Christmas concert will be happening at night (despite conversations earlier in the year that it would be during the day).

Jenni Atkinson – Kelly Ede will be doing wine and cheese a drama night. Parents have asked about gates during the disco (Serle St and also keeping the pedestrian gate open on Summers Rd). Kelly Grogan recommended that we close the carpark during the disco. Dee confirmed that she can close the gates when appropriate.

h) Facilities update – Presented by Dee Jefferd

There is some clean up to do for the OSHC building opening on 11 October 2022. School staff are supporting this.

Moved: Dee Jefferd **Seconded:** Kelly E **Carried:** Yes

i) Chaplains Report – Presented by Felicity McClenaghan

Subway meal deal on 7 November 2022.

Karen Young workshop was held last night, which was well attended. This focuses on the neuroscience of anxiety.

Breakfast club is being well attended.

Middle Park State School P&C Chaplaincy Report

October 2022

Social and Emotional Support

This term we will be having a BRAVE group, a Fun Friends Group and a Cooking Program group. Our cooking group will be trialing a new program based on "the Leader in Me" habits that we use at school.

Last night the CLASS Cluster of principals are hosting a workshop by Karen Young. This workshop is on 'Strengthening Children and Adolescents Against Anxiety'. Tickets were free and more than 170 people booked in for the event.

Community Engagement

Breakfast Club continues to run incredibly well. Our fantastic student helpers have put a larger focus on sustainability and taking ownership of our program. Thank you to those who so kindly donated spreads and supplies this month.

Dads and Kids Event

This term our Dads and Kids: Paper Plane Championship event is being held on the 24th of October. This event is already on Flexischools and advertising has started for this event. We are very excited to have our 'Adopt-a-Cop' and volunteers from 17 Mile Church will be attending to assist with cooking the sausage sizzle and serving food on the night.

Fundraising

Our next Subway Meal Deal has been booked for Monday 7th November. Advertising will go out next week.

Important Dates/Changes of days:

- Dads and Kids Event: Paper Plane Championships - 24/10/22
- Swap days for Year 4 Camp - 30/10/22 and 01/11/22
- Attending Mental Health First Aid Training - 03/11/22 and 04/11/22
- Subway Meal Deal - 07/11/22
- Year 4 camp - 10/11/22 and 11/11/22
- Swimming Carnival - 24/11/22
- Christmas Concert - 01/12/22
- Year 6 Graduation - 07/12/22

I move that this report be accepted.

Felicity McClenaghan
Chaplain - Middle Park State School

Moved: Felicity McClenaghan

Seconded: Kelly Ede

Carried: Yes

j) General Business

Containers for Change – Presented by Jenni Atkinson

Last blitz – 3,486 containers. Excellent result. Prep MS won again with the most containers. Thank you to the P&C for contributing to the bubblers. Jenni will be at the disco in order to put the containers in the right place.

Moved: Jenni Atkinson

Seconded: Sean Finnerty

Carried: Yes

OSHC Sun Safety Policy – Presented by Kimberly Percival

Kimberly Percival – we have been on a journey to update policies. Heading into summer and it is getting hotter and sun is getting brighter. A new sun safe policy was sent around via email. It explains that staff and students are all to be wearing hats and staff are reminding children to put sunscreen on. Activities will also be programmed in safer sun times and kids in the shade where possible. We are providing staff hats (not mandatory, they can wear their own). Kids can wear any hat, doesn't have to be a school hat. A lot of what we are implementing at OSHC is the same as what we are implementing at school. Jenni A – sentence about the role modelling didn't make sense and wasn't needed. Jenni A had some wording changes and will send back with changes. No other comments from those present.

Moved: Kimberly Percival

Seconded: Flame

Carried: Yes

Policy is approved as per Jenni A's amendments.

OSHC New Building Opening – Presented by Kelly G

Dee advised that Centenary High will have their indigenous leaders present to do a welcome to country. There is a great connection between MPSS and Centenary which is strengthened by this. Next Tuesday, 9am the new building will be opened. This is the formal opening with Milton Dick and Jess Pugh. Morning tea will be set up on the veranda. Dee is organising this. New whiteboards are installed and look great.

In the afternoon all parents will be able to have a look through the building. Executive will attempt to be around in the afternoon in order to tour the parents through the new building. Children will be able to rotate spending time in the new building.

Kelly Ede advised that the OSHC team want to learn the seven habits. Dee can assist in printing and laminating the seven habits posters so we can have them in the new building.

Meeting closed at 20:56

The next P&C Meeting will be held at 7pm on Tuesday November 15, 2022. This will be in person.