



# MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association  
Minutes of Meeting

Date:	21 March 2023
Attendance:	Felicity McClenaghan, Fiona Graham, Penny Couch, Kelly Ede, Sean Finnerty, Mhairi Mooney, Kelly Grogan, Bec Ham, Flame
Meeting Chair:	Kelly Ede
Minutes By:	Felicity McClenaghan
Opened:	18:45

a) **Apologies** – Kimberly Percival, Tristen Dieben, Dee Jefferd

b) **Confirmation of the Minutes of the previous meeting** – The Minutes from the November Meeting

Amendments needed: Mhairi Mooney missing from Attendance.

**Moved:** Kelly

**Seconded:** Sean

**Carried:** Yes

c) **Correspondence Received** –

- Parent - Email from parent concerned about walkway between Sumner Road and the hall being unsafe. Issue raised with Dee and decision made to remove trees and stumps that are causing movement to reduce risk. Parent has been informed of decision.
- Dee Jefferd- quote for P&C signs to be attached to the school fence received. Quote: \$70 for 2 signs and \$30 Freight.
  - Amendment after the meeting – sizes for the signs were found to be incorrect. This has since been updated. Correct signs are 1100mm x 1430mm and 900mm x 1230mm at a cost of \$575 plus GST and shipping \$30 plus GST. Note that this cost was already approved as part of the P&C budget.
- 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 will respond to Jess.

**Moved:** Kelly E

**Seconded:** Kelly G

**Carried:** Yes

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

**Moved:**

**Seconded:**

**Carried:**

d) **Treasurer's Report** – Presented by Kelly Grogan/Flame

Full Report for November 2022, December 2022 and January 2023 Attached.

Discussion at meeting:

- Busker Week: Previously the P&C had agreed to support the Music Program by donating \$300 for scholarships. When Busker Week started, the funds from this week were less than \$300 and so the P&C continued to support with additional funds. In 2023, Busker Week raised over \$400 and so it was proposed that this money be transferred to the school to be used for additional scholarships for students across the arts, including Dance Troupe, Drama Club, etc. P&C would still be involved in deciding how this money is shared.

**Moved:** Kelly E

**Seconded:** Sean

**Carried:** Yes

- 2nd hand uniforms: This year, to help families, Cassy has been selling 2nd hand uniforms at the uniform shop. Kelly G raised the issue that some of the 2nd hand uniforms still have the old school logo on them. The decision was made to remove uniforms with the old logo from 2nd hand stock at the uniform shop to ensure consistency.

**Moved:** Kelly G

**Seconded:** Felicity

**Carried:** Yes

- Debit Cards: Flame proposes we close the pre-paid (Australia Post) Mastercards and replace them with 4 debt cards (One each for Tuckshop, Uniform Shop, OSHC and Fundraising). This was a continuation of a discussion had in the November meeting and would provide more streamlined accounting and remove the problem of cards being rejected by some service providers.

**Moved:** Flame

**Seconded:** Kelly E

**Carried:** Yes

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

As per attached report.

**Moved:** Penny

**Seconded:** Fiona

**Carried:** Yes

h) **Director of Operation's Report** - Presented by Kelly Ede

As per attached report

**Moved:** Kelly E

**Seconded:** Bec

**Carried:** Yes

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

- Fundraising Calendar: Draft Fundraising Calendar for 2023 to be shared prior to AGM next month.
- Events Planned for Term 1:
  - Chappy Events: Subway Meal Deal - 27th Feb, Dads and Kids: The Amazing Race - 13th March
  - Easter Events - TBC

**Moved:** Kelly E

**Seconded:** Felicity

**Carried:** Yes

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

- Pathway: As discussed in Correspondence
- Tuckshop: the Grants explored in late 2022 are not suitable for our refurbishment. Jess Pugh suggested applying for a 'Gambling Fun Grant'. These are held throughout the year with varying amount of Funds on offer. The largest amount for this year closes next week and is therefore not practical for us to access. The next round closes on the 31st of May and is for \$35, 000. Sean will contact Dee regarding a quote for the work proposed and then contact Jess Pugh MP for support. The suggestion was made to complete the project in stages.

**Moved:** Sean

**Seconded:** Bec

**Carried:** Yes

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

As per attached report.

Discussion in meeting:

- Chappy was contacted today by the My School Lunch regarding the Dads and Kids Event. They informed her that Burger would not be an option for the event. Decision was made to have Subway instead.

**Moved:** Felicity

**Seconded:** Bec

**Carried:** Yes

l) **General Business**

a. **Containers for Change** – Presented by Kelly Ede

Penny noted that the program will look different this year. The plan is to still have a blitz at the end of each term but to have a greater focus on families taking the containers to the collection centre themselves. Families can still bring their containers to school. The Student Council will be involved in this new look program.

b. **St Catherine's**

Reverend Elizabeth (Liz) Donald-McConnell, the new Reverend from St Catherine's is keen to be involved in the school community. She is hoping to attend the next meeting to be more involved.

c. **Transaction Fees:**

- Concerns have been raised around the additional cost to families as a result of the new OSHC booking system's Transaction Fees.
- It is not feasible for the P&C to absorb these fees.
- Executive to discuss this further and to make a decision on the best option.

m) **New Memberships** – NIL

Meeting closed at 20:11pm

**Next Meeting: March 21st 2023 – AGM**

# Middle Park State School P&C Association

## Treasurers Report – Nov 2022

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

**Total Cash at Bank at 30th November 2022 = \$308,084.82**

OSHC ACCOUNT \$187,518.39

GENERAL ACCOUNT \$120,038.38

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OSHC MASTERCARD \$380

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$148.35

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Outstanding payments:

- PAYG \$23,206.00
- Super \$16,456.00
- Creditors \$29,371.96
- QTC Loan \$267,219.02

Significant funding priorities and commitments:

- Air conditioning for new OSHC building (not in budget for 2023)
- Tuckshop refurbishment project (grant application being managed by Sean F)
- Website development, branding and communications including signage (signage in budget for 2023)

Significant commitments future years:

- **38,302.93 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

\$146.99 was received from the Container Refund Scheme this month. Total uncommitted **Cash for Cans** funds is **\$2262.17**. Total amount raised to-date is \$8102.12.

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

# Middle Park State School P&C Association

## Treasurers Report – Dec 2022

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

**Total Cash at Bank at 31st December 2022 = \$305,124.05**

OSHC ACCOUNT \$181,544.22

GENERAL ACCOUNT \$123,091.48

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OSHC MASTERCARD \$340

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$148.35

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Outstanding payments:

- PAYG \$36,174.00
- Super \$4,573.32
- Creditors \$16,674.60
- QTC Loan \$267,219.02

Significant funding priorities and commitments:

- Air conditioning for new OSHC building (not in budget for 2023)
- Tuckshop refurbishment project (grant application being managed by Sean F)
- Website development, branding and communications including signage (signage in budget for 2023)

Significant commitments future years:

- **38,302.93 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

\$263.27 was received from the Container Refund Scheme this month. Total uncommitted **Cash for Cans** funds is **\$2525.44** Total amount raised to-date is \$8365.39.

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



# Middle Park State School P&C Association

## Treasurers Report – Jan 2023

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

**Total Cash at Bank at 31 January 2023 = \$314,029.19**

OSHC ACCOUNT \$180,455.19

GENERAL ACCOUNT \$133,085.65

BUILDING FUND \$0

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OSHC MASTERCARD \$340

P&C MASTERCARD \$0

TUCKSHOP MASTERCARD \$148.35  
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Outstanding payments:

- PAYG \$47,276.00
- Super \$12,343.67
- Creditors \$1,414.90
- QTC Loan \$265,667.09

Significant funding priorities and commitments:

- **Tuckshop refurbishment project**
- Website development, branding and communications including signage
- Printer for OSHC has been ordered.
- New Fridge for OSHC - future priority
- Airconditioning for new OSHC building - future priority.

Significant commitments future years:

- **\$12,000 leave provisions** (annual leave, personal leave, long service leave accruals)

Significant commitments already paid this year:

	Profit YTD Actual	Budget Forecast YTD	Comments

Fundraising	\$223	\$250	<p>\$82 was received from the Container Refund Scheme this month. Below budget of \$250 – not currently collecting at school?</p> <p>-----</p> <p>\$141 received from ongoing sponsorship programs</p> <p>-----</p> <p>\$483.40 raised in 2022 from Buskers Week donations. \$300 to be paid shortly for Arts scholarships – leaves \$183.40 extra collected.</p>
OSHC	\$1,345	\$21,000	<p>Net profit was \$1,345 for January. Income is well below budget expectations - partly a result of as yet unpaid fees due to work required to ensure transition to new system was correct before many parents made payment on their fees. Director of Operations with the OSHC Leadership Team continue to actively manage this, with an enormous amount of background work helping parents understand the new parent portal and fixing identified account errors. A reduction in purchases is also somewhat compensating for the lower income.</p> <p>Discussions continue on the status of accounts and amounts owing. February payments are now coming in and more in-line with budget expectations.</p> <p>***Transaction fee with new payment methods are holding some parents back from payments. Current discussion re: best way forward with these fees.</p>
General	(\$804)	(\$1,323)	Web hosting invoice not paid till Feb.
Tuckshop	(\$523)	(\$4880)	<p>The tuckshop made a deficit of (\$523) this month due to zero sales in holiday period.</p> <p>Less than budgeted loss as wages are reporting less than expected – refer accountant check</p>

Uniform	\$9,584	\$2,327	<p>The income recorded for the uniform shop was \$18,062 for January – Huge sales month – 40% above projections.</p> <p>YTD profit is currently \$7K above the budget, but we had to order extra stock so there are some extra supplier bills due in Feb.</p>
Building Fund	-	-	<p>Nil to report – bank account to be closed. Who actions this?</p>
<b>P&amp;C Consolidated</b>	<b>(\$8,929)</b>	<b>\$17,124</b>	<p>This month P&amp;C made an overall <u>loss</u> of \$8,929 – which is \$26K less than the budgeted profit of \$17K.</p> <p>All department results are actually better than budget expectations, just the reduced OSHC Dept income throwing budget into deficit. – refer figures above. Operations Manager to meet with Accounts next week for budget review meeting - to identify specific adjustments required to bring budget back to expectations.</p>

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



**Middle Park State School**  
27 Macfarlane Street  
MIDDLE PARK QLD 4074

**Telephone:** 07 3712 9888  
**Email:** admin@middleparkss.eq.edu.au  
**Office hours:** 8.00am - 3.45pm

## MIDDLE PARK STATE SCHOOL

PRINCIPAL'S REPORT – 21 FEB 2023

### ***AN INCLUSIVE COMMUNITY OF EMPOWERED LEARNING LEADERS***

We've had a great start to the year, with all students transitioning well into their new classes. Teachers spent the first few weeks establishing expectations for various classroom and playground routines for learning and behaviour. Leader in Me practices have been reviewed and classroom mission statements developed, with the aim of setting students up for success.

I would like to advise that I have received confirmation of my permanent appointment as Principal of Middle Park State

School. I feel very privileged to be in a position to lead such a great school surrounded by supportive staff and parents and I look forward to planning for and working collaboratively with all stakeholders to enact the strategies contained within the MPSS Strategic Plan 2022– 2025.

#### **Cash at Bank**

\$180 376

#### **Enrolments 2023**

Our Day 8 enrolment numbers were 641, which when entered into the Department's Staffing Allocative Model, provided us with the 26 classroom teachers we had planned for, meaning there was no requirement to change classroom structures. Year 4 is the tightest in student numbers with all classrooms at capacity, with one over by 1 student. (2 x 28, 1 x 29).

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

As mentioned last year, the Department is tightening their approach to schools accepting in catchment enrolments only. This is a state-wide directive to address and support HR and Infrastructure Branches to equitably service schools according to their actual need.

## HR

We welcome a number of new staff members to Middle Park SS.

- **Lauren Forno** – Prep
- **Abby Humblet** – Year 1
- **Tara Henzell** – Year 2
- **Julie Congdon** – Year 6
- **Leisa Hayes** – Guidance Officer
- **Alida Skimmings** – District Relieving Teacher (DRT)

## **Department of Education – Education Strategy**

The department of education conducted research, and engaged in consultation throughout 2022 in order to inform a new strategy that will guide all schools from 2023.

The past couple of years have reminded us all, that the education of our children relies on a **partnership between school and home and the whole local community**. It has also highlighted the need for intentional strategies to ensure that every student has the opportunity to be the very best they can be, no matter where they live or what kind of learning challenges they may face.

The Education strategy, **Equity and Excellence: Realising the potential of every student** is the next evolution of our work. It builds on the successes of our past and leads us into the future by providing a clear vision for a progressive, high performing education system.

The strategy identifies key priorities and priority measures for use in schools. It identifies 3 key focus areas and introduces system initiatives that will underpin teaching and learning in state schools across the state, i.e. Educational Achievement, Wellbeing and engagement, Culture and inclusion.

Equity and Excellence will be supported by investment in empowering teachers and school leaders, digital innovation, collaboration between schools and community and sustainable investment in schools for the future.

There will be no need to make immediate changes to the performance planning that we have already done for 2023.

As a school we have taken the last few weeks and have identified immediate **connections between our current strategic plan, AIP and school data plan and the Equity and Excellence Education strategy**. We will continue to monitor the roll out of the department's education strategy Equity and Excellence and share the details about opportunities for our school throughout the coming year.

## Investing for Success

Based on our Day 8 student enrolment numbers, we will receive similar funding to last year. \$234 406. There is no longer a requirement for schools to complete an I4S Agreement. Funding received has been allocated to provide additional staffing to support learning programs specifically aligned to Strategic Priorities, with a focus in particular in the area of Literacy Instruction. Funding has also been used to support the additional day allocated for Speech Therapy Services.

## Step Up into Education

With our successful application in 2022 to become an Adopter School for the Step Up Into Education initiative, we received funds for this year - \$37 780, which have been used to employ an Early Years

Transition Officer, Loretta Anderson, for 1 day/week. Loretta will work closely with Emma Vaggs to review our Pre-Prep transition strategies with a focus on enhancing partnerships with Early Years Education providers and build teacher knowledge and understanding of Early Years Pedagogy. Middle Park State School will link with West End State School, as they are a Spotlight School, having begun their journey in 2021. They will support us with insights into professional learnings, experiences and practices they have had access to. Funding will continue into 2024 with a further \$32 415.

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

A handwritten signature in black ink, appearing to read 'Penny Couch', written in a cursive style.

Penny Couch

Principal – Middle Park State School

# Director of Operations

## MONTHLY P&C REPORT – February 2023

### STAFFING

- We have said farewell to Miss Thilini, Mr Jack, Miss Anna and Miss Sophie.
- We have welcomed new Educator's named Miss Isabella Mould, Mr Huu Doan, Miss Ella Mitchell, Miss Caoilainn O'Brien, Mr Dylan Ede, Miss Ashleigh Richardson and Mr Winston Chin.
- We have welcomed Miss Chloe, Miss Ash W and Miss Hayley to our Leadership team as Responsible Person float people.
- We have welcomed Miss Sarah Huig to our Management team as our new Assistant Coordinator of the Service.

### OSHC

ATTENDANCE in OSHC – week of 20th February 2023

BSC – Mon: 109 – 46%, Tues: 118 – 50%, Wed: 120 – 51%, Thurs: 109 – 46%, Fri: 89 – 38%

ASC - Mon: 129 – 55%, Tues: 145 – 62%, Wed: 135 – 57%, Thurs: 140 – 60%, Fri: 108 – 46%

### TERM 1

We have welcomed many new families to the Service, both in prep and other grades too, which has been lots of fun getting to know them, form bonds and help them to settle into OSHC life. This has seen our numbers get higher each session and each day, where we have made some amendments to the rostering structure of the sessions to allow for the safety of all children and staff to follow also.

### PROFESSIONAL DEVELOPMENT AND TRAINING

- We are currently trialling an online learning portal through QCAN which at the moment is available for our Responsible People at the moment.
- We are still ensuring that all of our staff are on top of their CPR and First Aid Training through First Aid Alive and we are having regular weekly Responsible Person meetings also where we discuss what changes can be implemented into the daily running of the Service, but also to ensure that all of our Leadership team are all on the same page to create consistency throughout our team.

### TUCKSHOP

- First week of term was preparing and getting ready for a great year.
- Opened week 2 and Sue, Bojana and Cassy ran Tuckshop as Bec was away using personal sick leave.
- OSHC afternoon teas started back week 2 and are well recieved!

- Slow start but thankfully week 4 finds us busy with lots of happy children discovering or returning to Tuckshop.
- Prep students have already started ordering, some years Preps take awhile but this is a good sign - replacing our big year 6 orders sometimes takes a while but maybe not this year!
- Bec is working on some cheap and cheerful or thrifty/nifty menu items as well as weekly fresh items highlightly fresh produce where possible.
- This week and possible next fortnight is corn on the cob, kids have loved it.
- New items on menu are being discovered and Bec is trying to put photos on Facebook to ignite interest and share the good stuff.
- The year of the volunteer might just happen this year....13 so far

#### UNIFORM SHOP

- Senior shirt orders have been placed; parents have been updated with expected arrival times of Week 1, Term 2.
- New shop hours have been rolled out; feedback has been good about the Monday afternoons.
- We have begun selling some second-hand items again. Thank you to Kelly Grogan for the donations we have received so far.

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

February 2023

Social and Emotional Support

This Term, the Student Wellbeing Committee have been reassessing our programs and planning for 2023. The only group running is our Fun Friends Group who started in Term 4 and are finishing the program this year. We hope to have a plan for our 2023 programs by the next P&C meeting.

Our Student Wellbeing committee has also been working with Triple P Parenting to deliver a 'Raising Resilient Children' on the 7th of March. It is a free session, being hosted at our school.

<https://www.triplep-parenting.net.au/qld-en/contact/find-a-session/2023-03-07/cyberbullying-seminar/111618/>

### Community Engagement

Breakfast Club continues to run well. Our fantastic student helpers have started really well and families continued to kindly donate spreads and supplies to help us restart. We are still a few volunteers, this would help us to run the program more effectively and to be able to run whenever I am away.

This term, I have also been preparing for the Scripture Union Camp I direct. Easter Adventure Camp is back at Emu Gully this year. If any families would like more information about the camp running in the second week of the holidays, please let me know.

### Dads and Kids Event

Planning is underway for our Dads and Kids: The Amazing Race event. It is booked in for the 13th of March. We are trying something different this time. Instead of us organising the food, we will be using the group that do our Subway Meal Deals. The hope is to have Burgers and chips for the night. So families will need to order their ticket and dinner separately.

### Fundraising

Our next Subway Meal Deal has been booked for next Monday 27th February. This has been advertised on Facebook, through flyers and 'My School lunch' have even sent out text messages to those who have ordered through the school before. Orders close on Thursday at 9am.

I move that this report be accepted.

Felicity Mcclenaghan

Chaplain - Middle Park State School