



MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association
Minutes of Meeting

Date:	10 May 2022
Attendance:	As per attendance sheet
Meeting Chair:	Kelly Ede
Minutes By:	Nivedna Singh
Opened:	19:05

a) **Apologies** – Katy Kalfour, Kelly Grogan

b) **Confirmation of the Minutes of the previous meeting** – The Minutes from March were accepted.

Moved: Kelly Ede

Seconded: Kimberley Percival

Carried: Yes

c) **Correspondence Received** –

Signage- new fence and new P&C logo on OSCH and school fence

Senior shirts

Fundraising opportunities

Flood forum

General OSCH matters

Yr 6 Farewell

P&C Day – 20 May Kenmore State High School Penny will be attending eith Kelly Ede?

SOD Photos – Jess Pugh

Kids clubs

Moved: Kimberley Percival

Seconded: Sean Finnerty

Carried: Yes

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

Interviewed Julie – very qualified but less hours = less pay

Had trouble getting people to interview for the position

Advertise a senior role in OSCH to replace Mandy

Moved: Kelly Ede

Seconded: Kimberley Percival

Carried: Yes

e) Treasurer's Report

Scavenger hunt was really good

Phone call with Tristan re where the extra \$30k has gone or being held. Sean and Kimberley to follow up with Tristan about this.

Possible transition to new app from Kids Bizz

Tuckshop rise in operation costs – slight increase in menu costs

Moved: Felicity McCleghan

Seconded: Neve Singh

Carried: Yes

f) Admin Report – Presented by Penny Couch

As per Admin report

Increase in student numbers

Key dates – Emma Vaggs to send out dates in Term 3

Increase internet speed – our local internet drops or cuts out during rainy weather

Solar schools – capture and analyse solar data, integrate into curriculum through energy and Sustainability, maths, science etc

Active data monitors daily solar activity, focus on data and statistics

We can communicate solar data to the community via Facebook or community noticeboard

NAPLAN – 2wks to complete tests to allow for disruptions in internet etc.

Reporting Semester 1- reports will be emailed to parents in week 1 of Term 3. General generic comments will be replaced with a personalised approach.

Kimberley: Is it possible to get comparative data given in the reports rather than having to ask for it each time?

Penny: easy fix – can be done as reports will be coming out later

Facilities: Racks to be put into the new sheds

Fence is nearly complete around the pool and homes near the back

Transitions: Centenary State High School spoke to Yr 6 students with enrolment forms – due back on 20 June 2022. Spare enrolment forms are in the school office – see Andrea

Moved: Kimberley Percival

Seconded: Sean Finnerty

Carried: Yes

g) Outside School Hours Report –

Numbers are down in OSCH

Possibly change art and craft days during vacation care

Position to fill Steph D's admin role

Tuckshop food during vacation care will move to more "assemble" type food

Possible tuckshop volunteer to do cooking?

Tristan to look at different options and looking at most cost effective choices while keeping activities relevant and fun

MPSS is the most expensive vacation care/OSCH out of the local schools because food is offered at MPSS.

Most costs go on paying staff – staffing is reduced per child when on excursions and if water is involved.

Time of calendar of events should be out a bit earlier so parents know of upcoming activities.

Tuckshop price increase based on fruit, vegetable and freight increase

Moved: Kimberley Percival

Seconded: Flame

Carried: Yes

h) Fundraising Update

Mother's Day stall- not sure if there was a profit or just evened out

Gifts for next year already sorted out

Extra time needed for the little ones to choose as they take longer (each class is given 10min however Preps are given 2 time slots to choose)

Is it possible to pictures or options of what is being sold at the stall? No, because sometimes things get sold out and children get disappointed

Could more times be allocated during middle session or maybe morning until second break on both days?

Moved: Kelly Ede

Seconded: Neve Singh

Carried: Yes

i) Facilities update –

OSCH building handover is complete

Jody can help with lease agreement

Moved: Sean Finnerty

Seconded: Felicity McClenaghan

Carried: Yes

j) Chaplains Report – Presented by Felicity McClenaghan

Social groups going well

Breakfast club started today

Dad's and kids State of Origin Night – watch this space

Camp went well with 34 students

Chappy week coming up – lots of activities planned

Kimberley talked about space for keeping pies – Felicity said they come cold and get sent home the same day. School hasn't sustained a pie drive before but Penny suggested maybe 2 Kings

Bakery could possibly do a pie drive and parents can pick up directly from them? Tristan also

suggested All Things Tasmanian and Middle Park Bakery as options as well

Moved: Felicity

Seconded: Neve Singh

Carried: Yes

k) General Business

a. Containers for Change – Presented by Jenni Atkinson

\$284 from Blitz

Week 10 Blitz again

Getting water refill station quotes

Ask students for suggestions on new fundraiser options to keep in with Sustainability

Looking at a smaller bubbler for Preppies

Moved: Kelly Ede

Seconded: Kimberley Percival

Carried: Yes

b. Business arising:

Student protection documents- read and consider any questions/ suggestions and talk during the week. Documents read fine for now

Kimberley Percival to circulate Constitution cheat sheet

Neve to keep records of Blue card for student protection

Volunteers for fete, disco etc don't need a blue card so we need to keep a register

Flame: are parents exempt from producing a blue card? Penny: unless it's an actual parent, grandparents/ aunties/uncles etc will need a blue card

Tristan: suggest to volunteers ahead of time to get a blue card – online portal to do this – issues with using online portal are if people don't use two names or can't upload documents- then what happens? Tristan to look into this.

All visitors and volunteers to sign in through the office

Kimberley: senior shirts – Kelly Ede said to survey students wants as it is different to what parents want

Flame: rebrand to maybe 6 month celebration and hand shirts out then?

Penny: discuss approach to this at the next Executive meeting – do we give a few options so that it's not a free for all?

Flame: asked to please have a copy of the application form for the admin role emailed to her

Tristan: how many sausages to buy for the Election and where to buy them from?

Moved: Felicity McClenaghan

Seconded: Kelly Ede

Carried: Yes

Meeting closed at 20:46

The next P&C Meeting will be held on TBC.

Treasurer's Report:

Middle Park State School P&C Association

Treasurers Report – April 2022

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

Total Cash at Bank at 30th April 2022 \$317,670.94

OSHC ACCOUNT \$177,284.56

GENERAL ACCOUNT \$137,005.94

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

OSHC MASTERCARD \$917.54

P&C MASTERCARD \$764.00

TUCKSHOP MASTERCARD \$415.16

Outstanding payments:

- PAYG \$28,328.00
- Super \$8,868.86
- Creditors \$6,993.94
- QTC Loan \$287,920.65

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:

- **\$33,531.07 leave provisions** (annual leave, personal leave, long service leave accruals)

(Note the P&C has decided to gift preps a new hat at the cost of approximately \$700.)

Significant commitments already paid this year:

- \$2,485- **OSHC infrastructure development** project for arborist to remove large tree that will impede construction.
- \$880- Website development, branding and communications support. Additional expenses anticipated for website hosting and signage.

	Profit YTD Actual	Budget Forecast YTD	Comments
Fundraising	\$1,100.18	\$1,200	<p>\$89.30 was received from the Container Refund Scheme this month. Total uncommitted Cash for Cans funds is \$2,131.65. Total amount raised to-date is \$6,370.71.</p> <p>A free dress day was indicated in the budget for March and will be reported as earnings in the April period. Due to a surge in COVID the forecast snow cone stall to coincide with Junior Swimming carnival did not proceed.</p> <p>-----</p> <p>The chaplain scavenger hunt for dads and kids raised \$1,385 this month. An additional \$640 in expenses will be reported in April bringing the profit for this event and YTD total to \$745.</p>
OSHC	\$22,837.27	\$7,811.75	<p>Net profit was \$1,026 for March. The Director of Operations with the OSHC Leadership Team continues to actively manage the impacts of COVID-19 and fluctuation with student numbers.</p> <p>This month there were significant issues with the payment system and direct debit process which the team continue to work on in association with the Third-Party provider Qikkids. This malfunction has substantially skewed the reported financial earning this month. As the issue is complex, we are likely to see this carry over into next month's reporting.</p> <p>An average monthly income for OSHC is upward of \$80k this month was reported to be \$50k which is not accurate given enrolment figures. This accounting discrepancy is likely to balance out in coming months and we will at that time</p>

			be able to gauge business group performance. .
General	(\$29,650.18)	(\$34,636.01)	Wages, bookkeeping and insurance resulted in a loss of (\$6,091) this month. Insurance made up \$2,796 of this amount. School contribution payments of \$4,841.67 each month have been put on hold until the OSHC building has been adequately resourced and a period of greater COVID stability is seen. This to ensure adequate cash flow for the business. The bank loan and year 6 graduation expenses are currently being recorded monthly in the budget and possibly need to be adjusted to a timeframe when they are known to actually happen for 2023.
Tuckshop	(\$8,787.15)	(\$934.4)	The tuckshop made a profit of \$643 this month. This is outstanding considering the increasing costs of goods and staff shortages experienced over this period. Sales were up considerably from February. Great job Bec and the team.
Uniform	\$3,866.51	(\$2,183.40)	The income recorded for the uniform shop was \$4,764 for March. This resulted in a profit of \$2,004 and is comparable with previous years income at this time of year.
Building Fund		-	Nil to report
P&C Consolidated	(\$10,633.37)	(\$26,472.26)	This month P&C made an overall loss of \$974. There is discrepancy with the between the YTD earnings and budget forecast as many of the expenses detailed are yet to be realised.

March saw a major direct debit accounting issue occur with OSHC parent accounts. This service is currently provided via a third-party provider Qikkids and due to access restrictions on the system has proved to be extremely complex to navigate. These direct debit issues are being managed by the OSHC team with the support of P&C staff and the Executive. It is proposed that the direct debit function is completely disabled to prevent any further errors.

A cash for cans blitz in March resulted in \$89 being added to the tally. Further income from this blitz is anticipated to come through in April.

The Chappy facilitated a dads and kids scavenger hunt which was a lot of fun and proved to be a successful fundraising event.

Key costs this month:

- \$2,796 was paid in insurance.
- \$620 was paid for vacation care incursions.
- \$2,771 was paid for food for OSHC, along with sporting equipment (134), first aid supplies (97) and craft supplies (292).

In the preparation of this report in April the Executive received the regrettable news that our long-standing Administrative Officer Stephanie Donaldson has resigned and will be departing the organisation late May to pursue career opportunities elsewhere. On behalf of the Executive team, I would like to thank Steph for all the support you have provided and service to our school community. You will be greatly missed.

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

Chaplain's Report:

Middle Park State School P&C Chaplaincy Report May 2022

Social and Emotional Support Groups

This term, we will be having two groups. The BRAVE Program will continue from last term with 2 new students joining. And a brand new Fun Friends program that started this week.

Community Engagement

Breakfast Club started back today. A huge thank you to the "2 Kings Bakery" for donating bread again to support our program.

This term we are also working towards a 'Dad's Only: State of Origin Event'. This is planned for the 8th of June. More information to come as we finalise it.

Easter Adventure Camp ran really well. We had 34 campers and 10 leaders from all over Queensland. Everyone had a great time and learnt some new skills, with no major injuries.



Chappy Week



Week 6 of this term is Chappy Week. An opportunity to raise awareness of and fund for our chaplaincy service. It is always a lot of fun and is a celebration of our service. This year, I would love to add some fundraising opportunities to our program. The current plan is to have a "Subway Meal Deal" from Simply Fundraising on Monday the 23rd of June and a Crazy Sock Day on the Tuesday.

Chappy Week will also include some free lunchtime activities including a Chappy Challenge for Years 3 - 6 and a Dance Party for everyone.

Yatala Pies Fundraiser

This year, I am very aware that the cost of having me at school 2 days a week has increased. Late last year, we talked about other Fundraising Options. I have looked into having a Yatala Pie Drive. The total order for each product line can be placed over the phone or by email a week before delivery. At this stage Yatala Pie Shop will issue you an invoice. This can be paid by direct deposit, cheque or cash.

We recommend that your delivery or collection time is made as close to the time of pie distribution as possible, consideration should be made for volunteers packing product (carry bags are supplied). We deliver if your order is over 200 pies and you are in Brisbane or Gold Coast metropolitan areas. Otherwise, you will need to organise collection. All products are baked fresh for your pie drive and packed cold not frozen.

- Your Invoice price from Yatala Pies is the purchase price listed below.
- Your Sales price is usually the recommended sales price listed below.
- Your profit is the difference, or margin, between your purchase price from Yatala Pies and your sales price to the customers, being \$1.50 on all family products and \$2.00 on all packs of small item products:

Fundraiser Price Guidelines

Type of Pie	Purchase Price	Sale Price	Margin
Family Apricot Pie	8.10	9.60	1.50
Family Apple Berry	8.70	10.20	1.50
Family Caramel	8.70	10.20	1.50
Family Apple Pie	9.30	10.80	1.50
Family Steak and Kidney	16.50	18.00	1.50
Family Vegetable	16.50	18.00	1.50
Family Plain	17.10	18.60	1.50
Family Steak Tomato and Onion	17.10	18.60	1.50
Family Curry Steak	17.10	18.60	1.50
Family Steak and Mushroom	17.50	19.00	1.50
Family Steak and Bacon	17.50	19.00	1.50
Family Beef, Bacon and Cheese	18.50	20.00	1.50
Family Chicken and Vegetable	18.50	20.00	1.50
Family Pepper Steak	18.70	20.20	1.50
Family Chunky Steak	22.10	23.60	1.50
Family Chicken Mushroom Mornay	22.10	23.60	1.50
Small Caramel Tart Pack (4)	14.00	16.00	2.00
Small Pastie Pack (4)	16.00	18.00	2.00

Type of Pie	Purchase Price	Sale Price	Margin
Small Sausage Roll Pack (6)	17.00	19.00	2.00
Small Plain Pie Pack (4)	21.00	23.00	2.00
Small Gluten Free Beef Pie pack (4)	21.00	23.00	2.00

We do have the following distribution dates available. The order needs to be place one week prior to these dates

- Friday 15th July
- Wednesday 3rd August
- Thursday 4th August
- Thursday 18th August
- Friday 19th August