



Woodcrest State College

Parents and Citizen's Association

2024 GENERAL MINI MEETING - AGENDA

DETAILS	Tuesday 14 th May 2024 5:30pm	Recorded by: Cassie
Agenda Item	Details	Minutes
1.0 Meeting Open		
Welcome and housekeeping	<p>Open meeting and acknowledgement of country.</p> <p><i>I'd like to acknowledge the traditional owners of the land which we walk, work, live and meet today. I pay my respects to Elders past, present, and emerging and extend those respects to any Aboriginal and Torres Strait Islander peoples with us here today.</i></p> <p>MS Teams attendees; Please keep your microphone on mute unless speaking to minimise background noise. Please raise your hand to let everybody know you would like to speak.</p> <p>In order to progress through the meeting in a timely manner please read through all internal and external reports provided before the start of the meeting. A two-minute limit will also be placed on all topics on the agenda. At this time a motion will need to be put forward or the topic will be moved to the next meeting or taken offline to the parties involved.</p>	<p>Meeting commences: 5:30pm</p> <p>In attendance: Debbie Hansen Nikki Finch Lee Hobson Leigh-Anne Cassie Fraser Kim Hannant Jess Huiskamp Steph Rossow Emily Robinson Sheree Skinner Alfio Balsamo</p> <p>Apologies: Kirsten Tieken Krystal Caston</p>
Previous Meeting minutes acceptance	<p>Minutes were sent to Stephanie Rossow and Kim Hannant for review. Email confirmation received.</p> <p>1.1 Motion: that the minutes from the previous General Meeting on 19th March 2024 are a true and accurate record of the previous meeting.</p>	<p>1.1 Motion: that the minutes from the previous General Meeting on 19th March 2024 are a true and accurate record of the previous meeting.</p> <p>First: Kim Seconded: Steph Carried/Lost Carried</p>

	<p>Can two people please nominate to receive the minutes of this 14/05/24 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.</p>	<p>Minutes from this meeting to be reviewed by: Kim and Lee</p>
<p>2.0 Review of outstanding action items</p>		
	<ol style="list-style-type: none"> 1. P&C Donation to P.E Department <ul style="list-style-type: none"> o \$500 P.E Donation – Awaiting confirmation from the school 2. Primary Literacy Program <ul style="list-style-type: none"> o 2023 Mother’s Day Stall Profit (\$1467.44). Awaiting confirmation from the school where this is going. 3. School Swimming Program <ul style="list-style-type: none"> o Update 4. Canteen and Uniform Shop future <ul style="list-style-type: none"> o Lee to provide more detail about what it would look like if the school absorbed the P&C Businesses. 5. Uniform Policy and Dress code <ul style="list-style-type: none"> o DEFERED TO FUTURE MEETING 	<ol style="list-style-type: none"> 1. Debbie was unable to attend the last meeting when this was brought to attention, so she will investigate this and we will follow this up in the next meeting. 2. Debbie will speak to Nikki about the outcome of the stocktake to follow up with before the next meeting with ideas on how to utilise these funds. The total funds for 2023 and 2024 is \$2967.44. 3. There are negotiations about a contract between Waterworx and the school to remove costs associated with pool entry (Does not remove lesson cost however) for students in the future which will reduce the total cost on families for learn to swim lessons. 4. At this point in time, the P&C would like to retain these businesses, so no further action is required on this topic at this point. 5. There will be a large consultation regarding this topic which will range between 6-12 months in length. Due to the principalship change, this will be looked at to review 2025. <p>Sheree enquired as to why this process has become so lengthy, but the school does not want to</p>

		rush the review, especially with the change in principals.
3.0 P&C Reports		
Canteens	Steph will provide a report on the canteen. Report tabled at the meeting.	<p>There has been a reduction in rowdy behaviour of High School students in the Canteen since the last meeting. PBL strategies that have been put in place have been having a positive effect on our students.</p> <p>We will introduce Crest Coins for Canteen staff to use at select times to reward those who've shown they have earned it.</p> <p>Phones away for the day– E-wallet is picking up some traction within high school students, however sales are still down slightly due to the Phones Away policy.</p> <p>Lee will advertise the E-wallet for more visibility within the school.</p>
Uniform shop	Regular and winter restock has arrived and stock has been updated in the shop.	Steph will advertise on Facebook about the uniform re-stock
4.0 Executive update		
Mail in / mail out		
Exec News		
Decisions made	P&C Executive team agreed on a donation of \$250 to go towards the Mother's Day Picnic in the form of 150 cupcakes provided by the Canteen.	
Treasurer's report	Reports emailed and tabled at meeting. The percentage increase to the Queensland minimum wage per QIRC has been applied for our staff and backpay from 1 September has been issued accordingly.	
5.0 Fundraising		
Previous events report	<p>Mother's Day Stall</p> <ul style="list-style-type: none"> - Profit \$2344.83 - Running the stall over 2 days was more relaxed for staff, students 	<p>Slime Spectacular Update:</p> <p>The school has requested we find a date near the end of Term 3. The school will send a few</p>

	<p>and volunteers compared to a 1-day stall.</p> <ul style="list-style-type: none"> - Online ordering option will be removed in the future to streamline the process and remove extra time and stress on volunteers. 	<p>dates and we will reach out to Australian Fundraising.</p>
Upcoming events	<p>Slime Spectacular</p> <ul style="list-style-type: none"> - Update to be provided by Krystal Caston - A large delivery for from Australian Fundraising is in the P&C room <p>Father's Day Stall</p> <ul style="list-style-type: none"> - Seeking approval to spend up to \$3000 to purchase stock for the Father's Day Stall - We would like to request with the school for both the 28th and 29th August 2024 - Coordinators: Kirsten Tieken and Cassie Fraser - Notes: <ul style="list-style-type: none"> o No online-ordering option o 2-day stall <p>\$20 Family Photo day</p> <ul style="list-style-type: none"> - 9th November 2024 - Coordinator: Angela 	<p>Motion 5.1 Seeking approval to spend up to \$3000 to purchase stock for the Father's Day Stall</p> <p>First: Lee Second: Sheree Carried/Lost: Carried</p>
Donations	<p>Motion 5.1 Little Masterminds utilised our EFTPOS machine for the Mother's Day Breakfast. Action to transfer the \$58 to the school for Little Masterminds.</p> <ul style="list-style-type: none"> - \$250 towards Mother's Day Breakfast – Already actioned - 2024 Mother's Day Stall Profit – going to Primary literacy? 	<p>5.1 Motioned: Lee Second: Leigh-Anne Carried/Lost: Carried</p>
6.0 School updates		
Business Manager update	Business Manager Lee Hobson to provide report.	Facilities upgrade

		<ul style="list-style-type: none"> • Ithrive steps – install June / July holidays • Storm damage shade sails – install June/ July holidays • Aircon replace – classroom - O and J block, PM14 install new system • Face lift of seating around M block • Painting of M blocks – no finished • Perform arts classroom painting
SRS (Student Resource Scheme)	Business Manager Lee Hobson to provide updates on SRS.	<p>Motion 6.1 The school wishes to make no change to the Student Resource Scheme which includes;</p> <p>\$85 Primary \$160 Secondary 7-10 \$250 Secondary 11-12 \$60 Instrumental Music</p> <p>First: Kim Second: Jess Carried/Lost: Carried</p> <p>Note: 60% of our families have paid their Student Resource Scheme to date.</p>
7.0 Principals' reports		
Whole campus report	Debbie Hansen	The school has updated the Student Code of Conduct in line with our PBL strategies. Endorsement is required by the P&C. The Code of Conduct will be shared with the P&C members and will provide feedback to be followed up with outside the meeting.
Secondary school report	Jessica Brown	<i>Refer to attached report</i>
Primary school report	Nikki Finch	<i>Refer to attached report</i>

Compass and BYOD update	Alfio Balsamo	Investigations into BYOD 7-12 moving forward.
8.0 New memberships		
Applications for memberships	<p>Motion 8.1 Applications to be tabled, including renewals. Motion to approve all renewals and new applications.</p> <p>A reminder to for all to renew annual memberships or apply for a new membership with the P&C to be included in future correspondence.</p> <p>Renew or join online here: https://forms.office.com/pages/responsepage.aspx?id=dLDDS5qY8EGhTpGcPSgX1uKMv4-TRYVCj8TFO6NELBdURFRSN1ozNERWTU5CTEFFMEdGNDFZNUk3RSQIQCN0PWcu</p>	<p>8.1 Motioned: Jess Second: Nikki Carried/Lost: Carried</p>
9.0 New business		
Uniform addition	<p>Due to ongoing community feedback about the fit of the shorts, we would like to bring back the second option of the 'short' shorts with our new supplier.</p> <p>Steph to update plausibility after speaking with the supplier.</p>	<p>Bell has confirmed we can proceed with this plan if we decide to.</p> <p>Sheree shared that we dropped the shorts originally because we didn't have enough money to hold the stock or the room to hold the stock.</p> <p>Steph confirmed that after winter is over we will have the room to store the stock. Right now would be a squeeze only because we have so much stock on hand for winter.</p> <p>If we placed an order now, we would get them in time for back-to-school sales 2025.</p> <p>Lee shared her concerns of an overstock of long shorts, Steph confirms that we will still be</p>

		<p>selling long shorts for the remainder of this year, additionally, there will still be demand on these shorts moving forward as they historically have been used as a 'boys' short. However noting that the shorter and longer style shorts are both unisex and able to be worn by all students.</p> <p>Motion 9.1 Motion to approve ordering the original shorter shorts (Formally girls shorts) from new supplier Bell. First: Debbie Second: Lee Carried/Lost: Carried</p>
10.0 Meeting close		
	<p>Next meeting dates</p> <ul style="list-style-type: none"> ● 9th July 2024 Online Mini Meeting ● 3rd September 2024 Face-to-face with online option ● 28th October 2024 Online Mini Meeting ● 26th November 2024 Face-to-Face with online option ● 4th March 2025 Proposed AGM 	<p>Meeting close: 6:27pm</p>