



## Oxenford State School – Parents & Citizens Association General Meeting Minutes

Date	18 <sup>th</sup> May 2020
Attendance	Melanie Pearson, Angela Geddes, Katie-Jane Lawrence, Kerry-Ann Hodda, Sue Clarke, Juan Pearson, Tanya Harris, Tracy Burger, Lucy Shepherd, Richard John, Chauntel McIntyre, Patric Brady, Sharmain Brauer, Liz Cook, Natalie Baker, Karen Connelly, Sarah Bebbington, Chester Hiki, Chloe (Helping hands), Vicki Dienfenbach
Apologies	Councillor William Owen-Jones, Amanda Malone, Timothy Lawrence; Kristy Lagana
Meeting Chair	Melanie Pearson
Minutes By	Katie-Jane Lawrence
Meeting opened	3.22pm

### 1. Minutes of previous meeting

Minutes of the previous general meeting dated 16<sup>th</sup> March 2020 presented.

**Motion:** *That the minutes of the previous General Meeting be accepted as true and correct.*

Moved:	Katie-Jane Lawrence	Seconded:	Richard John	Carried:	Yes
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### 2. Business Arising from Previous Minutes

Asbestos training will be carried out by Principal – Patric Brady at a later date due to restrictions of COVID – 19.

No changes to the Student Protection Risk Management Strategy.

Bank signatories have been changed.

### 3. Correspondence In/Out

- Commonwealth Bank Statement
- BOQ Bank Statement
- Supplier Quotations via email

### 4. President's Report

Presidents Report attached in Appendix.

Melanie Pearson welcomed everyone to the meeting and thanked all members for attending.

Thankyou to everyone for being so patient during these uncertain times. Congratulation to Mr Brady and the Oxenford State School Staff for bringing structure and certainly in this rapidly changing environment.

Explaining we are a new executive team with a lot of passion to make the students experience at Oxenford State School a great one.

Communication to the School Community has stepped up and our online presence has increased.

Mothers day stall was a success for both learning@school students and learning@home students.

Melanie thanked Sarah Bebbington for ordering the firsts along with the help of Angela Geddes & Kerry-Ann Hodda.

Melanie also thanked all the volunteers that gave up their day to help run a very successful stall.

**Motion:** *The Presidents report has been accepted as true and correct*

Moved:	Melanie Pearson	Seconded:	Kerry-Ann Hodder	Carried:	Yes
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## 5. Treasurer Report

P&C Treasurer Report & Financial attached in Appendix.

- Income through the bank account has been from the uniform shop sales and Mother's Day Stall.
- Signatures have been changed for both bank accounts and ATO.
- Main bank account held at Commonwealth Bank balance as at 30<sup>th</sup> April 2020 is \$31,844.41.
- School Building Fund Account held at Bank of Queensland balance as at 30<sup>th</sup> April 2020 is \$2,965.54.

**Motion:** *The P&C Financial report is true and correct*

Moved:	Tracy Burger	Seconded:	Angela Geddes	Carried:	Yes
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## 6. Principal's Report

Principals report attached in appendix.

Patric expressed his thanks to all parents for they continued support, patience and flexibility during this period of time. I am sure I am no different to all parents who are looking forward to sending all of their children back to school as of next week.

Patric stated he is proud of the work staff, in particular teachers, have done to support learning at home as well as at school. There have been a number of bumps along the road. For some teachers they have developed a new set of skills, pedagogical practices and a deeper understanding of the curriculum. It is fair to say that current way of working has pushed some staff beyond their comfort zones.

Appreciation was expressed for the support that parents have provided by only sending their child to school if required, by setting up learning at home. The feedback from parents have been positive and some feedback used to improve the online learning.

All students returning to school Week 6.

Parent Updates will be provided later in the week as well as in the newsletter.

Staffing- There will be some changes to class teachers based on staff still needing to work from home.  
Change in finishing times to help with limiting parents waiting at the gate:

Week 6 – we will release students in the sports houses for those who are being picked up from school at the kiss n go zone, all other students walking, riding or going to after school are will be released at 3pm.

- Bradman at 2.30pm
- Elliott at 2.45pm
- Fraser at 3.00pm

Curriculum, Assessment & Reporting for Semester 1:

Vicki Dienfenbach Spoke on the Continuity of Learning for students learning from home and aligning pedagogy with 4 key areas English, Math, Science & HPE while learning at home as well music, HPE and Japanese all through the use of Class Notebook.

Vicki discussed and explained there will be amended assessment cycle and teaching plans have been adjusted along with the 2020 achievement standards. Vicki explained the school is always reviewing processes, methods of delivery of the curriculum with the input of teachers, parents and students. The school is constantly gathering more information to help create better learning situations and methods which then produces better learning outcomes for students.

Liz Cook – A draft letter has been prepared for parents in regards to assessment & reporting  
The letter explains the following;

- 4 Key Learning Areas
- Next steps for teaching and learning
- Modified assessments
- Telephone or online parent teacher interviews at the start of Term 3

Hygiene:

Sharmain explained that additional cleaning hours allocation from the Department has been provided during the day. Our cleaner during the day has been cleaning frequently used area including playgrounds to help reduce the risk of spread of germs.

School has sufficient supplies of hand soap, paper towels and hand sanitiser.

Full School Review & Quadrennial School Review:

The school Review has been rescheduled to term 4. No date has been received yet.

Budget: Sharmain and Patric will be working with regional staff to make the necessary changes within the budget over the next month. There has been a number of financial impacts due to COVID-19 on the school. In particular hire of school facilities and parent voluntary contributions.

Operational

Air Conditioning- We are waiting to hear from Q-Build on the project. Latest was that will be in contact within the next two-three weeks.

Basketball Court upgrade- The region has funded for the resurfacing of the court and repairs to the fencing. This was approximately \$30000.

Patric requested remaining countability documentation to be provided to him from the P&C Executive Committee.

**Motion:** *Principals Report & Financial Report be accepted as true and correct*

Moved:	Melanie Pearson	Seconded:	Sue Clarke	Carried:	Yes
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## 7. Fundraising & Events Sub-committee

Fundraising & Events report attached in appendix.

Angela Geddes present the fundraising report

Mothers Day Stall held of 6<sup>th</sup> May 2020 was a success – Profit for Mother's Day Stall \$800.50

Angela asked is the committee could vote on going ahead with ordering items for the Father's Day Stall coming up in September and if COVID-19 restrictions are lifted a Father's Day Breakfast.

**Motion:** *Events & Fundraising Sub-Committee Request to Order Father Day Stall Items and go ahead with Father's Day Breakfast (subject to COVID-19 restrictions being lifted for the breakfast).*

Moved:	Angela Geddes	Seconded:	Tracy Burger	Carried:	Yes
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## 8. Quotes for Event Items – Councillor William Owen Jones \$1,000.00 Grant

Quotes have been received for items as requested to help with events for P&C in the future. Katie asked for the committee to approve the purchase of the following items;

- Commercial Double Deep Fryer in the amount of \$179.95 inc GST and Delivery
- 201L Chest Freezer \$369.00 inc GST
- 30L Commercial Urn \$257.00 inc GST and Delivery
- Bain Marie \$89.95 inc GST and Delivery

Committee agreed to all items however will hold off on the deep fryer and bain marie until the grant for the same has released an outcome.

**Motion:** *Motion to agree to the purchase of items.*

Moved:	Katie-Jane Lawrence	Seconded:	Tracy Burger	Carried:	Yes
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## 9. Book Club

Natalie Baker presented the book club report;

- Bookclub orders from last catalogue have been handed out to students.
- Online order number have dropped with total sales last catalogue around \$300.00
- Bookclub is still to be ordered online through loop.
- School had around \$2,000.00 in credit rewards with Scholastic that were about to expire, Natalie has made an order for resources as per staff requests.

## 10. Uniform Shop

Uniform shop report attached in Appendix by Uniform Shop Convenor Sue Clarke.

- Sue Clarke presented the uniform shop report. Stock has started arriving from suppliers, still awaiting hats from China.
- Uniform shop will continue to open Thursday mornings and process Munch Monitor orders of Thursday also until COVID-10 restrictions lift further.
- Stock Sold \$2,446.00
- Stock on hand \$33,018.00
- Stock on Order \$11,393.00 (Hats & Polos)

## 11. Grants

Chester Hiki has applied for the following grants;

- Gambling Community Benefit Scheme for shade sails and cold water bubblers \$33,618.00 we were unsuccessful in round 104 but re applied round 105
- Sports Equipment Scheme – Equipment & Coldwater bubbler in the amount of \$27,000.00
- Volunteer Grants – Stuart Robert MP \$1,329.85 for Bain Marie and Double Deep fryer.

## 12. Applications for New Memberships called

Received three renewal applications for membership from Juan Pearson, Chester Hiki and Lucy Shepherd.

**Motion:** *That renewal of membership applications be accepted.*

Moved:	Sue Clarke	Seconded:	Richard John	Carried:	Yes
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## 13. Resignation Current Treasurer

Resignation of Treasurer Sue Clarke due to conflict of interest as Sue Clarke hold the position of Uniform Convenor as well.

**Motion:** *That resignation is accepted.*

Moved:	Melanie Pearson	Seconded:	Katie-Jane Lawrence	Carried:	Yes
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## 14. Election of new Treasurer

One Nomination for new Treasurer received and voted in unanimously.

New treasurer from 18<sup>th</sup> May 2020 awarded to Lucy Shepherd.

Request to change bank signatories to remove Sue Clarke resigned treasurer and add Lucy Shepherd new Treasurer as additional signatory on both bank accounts (See appendix for summary of changes).

Contacts for Bank Accounts:

Treasurer to be main contact on bank accounts: Lucy Shepherd: 0401 234 925

Additional Contact – Non Executive Member: Patric Brady – Principal 07 5585 7666

All four signatories to have full access to bank accounts including online banking;

Melanie Pearson – President, Tracy Burger, Katie-Jane Lawrence – Secretary & Lucy Shepherd Treasurer

**Motion:** *Nomination, vote result and change of signatories be accepted and approved.*

Moved:	Tracy Burger	Seconded:	Richard John	Carried:	Yes
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## 15. Other Business

Richard John introduced himself and went on to congratulate Chester Hiki on his persistence with applying for grants for our school.

Richard expressed has interest our school core business, learning & teaching advancement PACE framework.

Richard communicated his that communication between the school and parents during the Learning@Home Experience has been outstanding and that he appreciates the fact he know knows what his children are doing at School and how they are learning those things, which in turn is helping at home implement those ways of teaching and learning in the home environment.

Richard spoke on the following;

- The Department's PACE Framework - (Parental and Community Engagement Framework) part of the Annual operation Plan

Richard would like to look at introducing an afterschool STEM program with his Griffith University Team for Science and STEM.

A club held once a week at an approximate cost of \$10 per week per student which then creates revenue for the P&C. Request for resources from the STEM funding provided to the school also.

Richard discussed using Oxenford State School as a case study for the project with the hopes for it to be rolled out in other school also.

Katie Lawrence suggested an Expression of Interest go out to parents to see if this is going to be a viable project with cost for parents and also suggestion payment for full fee need to be made up front.

Patric Brady – Principal mentioned the project has positive merits and will also promote connections with parents and happy to help resource. Our school are part of STEM competitions and science club within the school already.

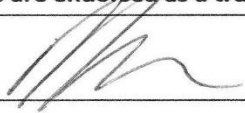
Several members did also show interest in the project.

**Motion:** Agree in principle to the afterschool STEM project subject to expression of interest outcomes from parents

Moved:	Richard John	Seconded:	Sarah Bebbington	Carried:	Yes
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- Lessons learnt from the learning@home process and what can we carry forward when things get back to normal
  - Continued reflection to take place in regards to communication with and between students, parents and teachers
  - Traditional communications are shifting to a more digital space
  - It Platform – Internet speeds
  - Website has been updated and improved
  - Introducing more technology into the school and looking into other channels of communication and learning tools (youtube channel)

Meeting Closed:	5.02pm
Next Meeting	Monday 22 <sup>nd</sup> June 2020 @6pm

These minutes are endorsed as a true and accurate record			
Signed:		Date:	27 <sup>th</sup> May 2020
Name:	Melanie Pearson	Position:	President

# APPENDIX

# Oxenford State School P&C Association

## President's Report May 2020

Welcome everyone & thank you for attending our May general meeting either via onsite or online.

I would like to start off by thanking everyone for being so patient during these uncertain times. We must also congratulate Mr Brady and the Oxenford State School Staff for bringing structure and certainty in this rapidly changing environment.

As you all know we are a new executive team with a lot of passion to make the students experience at Oxenford State School a great one.

I feel since the new executive team was voted in our communication to the school community has really stepped up and our onsite presence has increased, so a big thank you to the team & a special mention to Katie-Jane Lawrence for being all over the vital social media updates.

### ***Mothers Day Stall –***

The stall was run in two parts very successfully and the @School Students & @Home Students enjoyed shopping for mum or guardian.

A special mention goes to Sarah Bebbington for ordering the gifts along with the help from Angela Geddes & Kerry-Ann Hodda.

Thank you to all the volunteers that gave up their day to help run a very successful stall, it is greatly appreciated.

I will leave the money side of things to Sue Clarke & Angela Geddes.


### ***After School Pick Up -***

I would also like to thank the executive team and volunteers for helping out with the after school pick up, we had a few problems at the start, however we now seem to have a good system in place.

### ***Moving forward -***

In regards to the coming weeks we will continue to work behind the scenes and keep everyone informed. Unfortunately due to COVID-19 our planning of events comes down to the direction of The Department of Education, the Queensland and Australian Government & Mr Brady.

Again, thank you for supporting the new executive team & myself, we look forward to meeting everyone and working together to make the students time here at OSS amazing.

  
Melanie Pearson  
P&C President  
Oxenford State School





# Oxenford State School

## Parents and Citizen's Association

90 Michigan Drive  
Oxenford, Qld 4210

Telephone: (07) 55857666  
Fax: (07) 55857600  
Email: [pandc@oxenfordss.eq.edu.au](mailto:pandc@oxenfordss.eq.edu.au)

### Treasurer's Report

16 May 2020

There is not a lot to report due to the Covid-19 situation.

The only income we have had has been from the uniform shop and the Mother's Day stall for which reports will be presented later.

Signatures have been changed at the banks and ATO.

The Main Bank account as at 30 April 2020 is \$31,844.41 and our School Building fund is \$2965.54.

Financial reports are attached.

Sue Clarke  
Treasurer

# Oxford State School P&C Association

## PROFIT AND LOSS

16 March - 17 May, 2020

	TOTAL
Income	
Sales - Uniforms	2,421.00
Sales of Product Income	0.00
Services	-35.00
<b>Total Income</b>	<b>A\$2,386.00</b>
<b>GROSS PROFIT</b>	<b>A\$2,386.00</b>
Other Income(Loss)	
Interest income	0.37
<b>Total Other Income(Loss)</b>	<b>A\$0.37</b>
Expenses	
Online Ordering Fees	14.84
<b>Total Expenses</b>	<b>A\$14.84</b>
<b>NET EARNINGS</b>	<b>A\$2,371.53</b>

# Oxenford State School P&C Association

## BALANCE SHEET

As of May 17, 2020

	TOTAL
<b>Assets</b>	
Current Assets	
Cash at Bank - BOQ School Building Fund	2,965.18
OSS P & C (3445)	31,454.76
Inventory Asset	27,821.80
Plant & Equipment	0.00
Uncategorised Asset	748.00
Undeposited funds	1,843.00
<b>Total Current Assets</b>	<b>A\$64,832.74</b>
<b>Total Assets</b>	<b>A\$64,832.74</b>
<b>Liabilities and shareholder's equity</b>	
Current liabilities:	
GST Liabilities Payable	0.00
<b>Total current liabilities</b>	<b>A\$0.00</b>
Shareholders' equity:	
Net Income	-9,301.13
Opening balance equity	56,490.17
Retained Earnings	17,643.70
<b>Total shareholders' equity</b>	<b>A\$64,832.74</b>
<b>Total liabilities and equity</b>	<b>A\$64,832.74</b>

# Oxenford State School

## Principal's Monthly Report

### March 2020 P&C Association General Meeting

It has been a solid start to the school year. With flooding of classroom and other facilities along with the pending issues relating to the Coronavirus, the school year has been challenging at times. Classes have settle in daily routines and teachers and students are engaging in quality teaching and learning.

**Coronavirus** – Parents and the school community will be continually updated as information is provided from the department. I have emailed parents this morning two letters. Update from changes from yesterday and a FAQ sheet. The leadership team has updated our emergency plan as well providing learning material for any student stays away from school for a long period of schooling.

#### **Full School Review & Quadrennial School Review**

The School Improvement Unit will conduct a full school review on June 18-22. In Semester 2, we will conduct a Quadrennial School Review with purpose of creating a 2021-24 School Plan. I will unpack the review processes at the next P&C Meeting

**Responsible Behaviour Plan for Students**-Will be updated to the new Student Code of Conduct for the start of the 2021 school year. Student, staff and parent consultation will occur with the rewriting of the policy. It will be presented to the P&C for endorsement. I would like the P&C to endorse the current document. See attached.

**Staffing:** Day 8 became Day 13, with confirmed enrolments being 530 students. Due increased enrolments in Year 1 and decrease in Year 4 we had to make class changes. Staffing allocations are as follows

Teacher FTE	28.5
Teacher Aide	177.46 hours per week
SWD Teacher FTE	2.23
SWD Teacher Aide	52.82 hours per week
WSS-SLR	1.76 – GO and ST:LaN

The school will purchase 1.4 FTE teachers, as well employ extra teacher aide hours for literacy and intervention. There are 23 classes and all are within the targeted class sizes.

**Investing for Success Agreement**- Finalised and sent through the region for Director General approval. Copy provided

**Budget has been finalised.** I am asking the P&C to commit to \$10000 for curriculum based. This year we have gone to a voluntary parent contribution of \$80 per student. Music levy is \$35 per student or \$50 in both programs.

**Improvement Goals:** See attached.

#### **Annual Implementation Plan – copy provided**

##### **School Culture**

Engage Parents and Community Members  
Support Student and Staff Wellbeing  
Ramp up Positive Behaviour for Learning

##### **Precision**

Quality Student learning  
Great Teachers  
Evidenced based teaching practices

##### **Alignment**

Every Student Succeeding  
Australian Curriculum

##### **Intentional Collaboration**

Strong working relationships amongst all staff  
Enhance Connections



**Operational**

Flooding of buildings

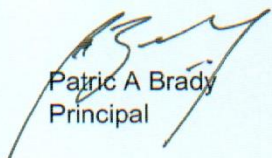
Air conditioning – State of play

Tennis court upgrade

NAPLAN Online

School events – Cross Country April 1 & Easter Bonnet Parade April 3. ANZAC Day Parade April 24

Parent behaviour in the school grounds



Patric A Brady  
Principal

# Balance Sheet Summary Report

Oxenford State School - (1970)

Period 202005 as at  
18-May-2020 01:28:32 PM



Account Group	Account	Account description	Amount
ASSETS	101201	General Bank Account	269,629.87
	104001	Receivables - Students	1,776.40
	104002	Receivables - Other	1,241.90
	109001	GST Input Credit Control	1,763.71
	109003	GST Clearing	2,352.85
	115001	Suspense Account	-756.00
	115011	Deposits Made	1,500.00
	162001	Plant & Equipment	726,209.09
	172001	Plant & Equipment - Accum Depr	-725,541.82
			<hr/> 278,176.00
LIABILITIES	200001	Payables	-2,488.15
	200002	Credit Card Advance Control Account (Staff)	4,686.20
	200003	CBA/MCC Control Account (MCC)	-4,686.20
	205501	GST - Revenue Control	-935.37
	216801	Security Deposits	-125.00
			<hr/> -3,548.52
		Net Assets/(Liabilities)	<hr/> 274,627.48
EQUITY	340001	Accumulated Surplus/Deficit	-255,519.85
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-19,107.63
			<hr/> -274,627.48

## School Financial Snapshot

Oxenford State School (1970)

Period 202005 (May 2020)  
as at 18-May-2020 01:28 PM



<b>What we own</b>	<b>\$269,629.87</b>
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**What others owe us**

Parents	\$1,776.40	
Others	\$6,102.46	<b>\$7,878.86</b>

<b>Sub total of what we own</b>	<b><u>\$277,508.73</u></b>
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LESS

<b>What we owe others</b>	<b>\$8,234.72</b>
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<b>What we are committed to spend</b>	<b>\$12,844.70</b>
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<b>What funds we hold for other bodies</b>	<b>-\$3,106.39</b>
(E.g. Student Council, Regional Office and Sports Boards)	

<b>Sub total of what we owe</b>	<b><u>\$17,973.03</u></b>
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<b>We own more than we owe</b>	<b><u>\$259,535.70</u></b>
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Cost price of school assets	\$726,209.09
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Amounts held by the school in the current year for asset replacement and future projects	\$50,000.00
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# Budget Overview Report

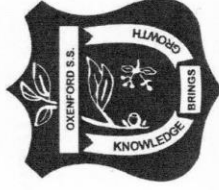
Oxenford State School - 1970

Report Date: 18-May-2020 1:28 PM

Budget Quarter 2

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

User: Brauer, Sharmain (197000017527)



	Year to Date			Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment
Opening Balance	-256,276	-256,276	0		-256,276	0	-256,276
Revenue	-335,402	-332,983	2,419	Over Budget	-755,954	-420,552	Under Budget
Expense	326,033	485,117	159,084	Under Budget	962,230	636,197	Under Budget
Global Trading Activities	66	0	-66	In Deficit	0	-66	In Deficit
Representative Sports	0	0	0		0	0	0
Administered Cluster Funds	0	0	0		0	0	0
Non-Curricula Activities	3,040	0	-3,040	In Deficit	0	-3,040	In Deficit
<b>Balance of Operating Funds</b>	-262,539	-104,142	158,397		-50,000	-212,539	-50,000
Provisions	0	0	0		50,000	50,000	50,000
<b>Balance of Funds Available</b>	-262,539	-104,142	158,397		0	262,539	0
Memo figure: System Cost Centres (not included in above totals)							
	0	0	0		0	0	0

Transactions have occurred in System Cost Centres. Validate that the transactions are correct.



Oxenford State School - 1970  
Opening Balance Detail

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

	Year to Date					Annual			Original Budget		
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	Budget		Remaining	% Remaining
999000 Retained Earnings	0.00	0.00	-256,275.85	-256,275.85	0.00	256,275.85	-100 %	0.00	256,275.85	-100 %	0.00
9990 Retained Earnings	0.00	0.00	-256,275.85	-256,275.85	0.00	256,275.85	-100 %	0.00	256,275.85	-100 %	0.00
999100 SYSTEM USE ONLY - Opening Balance - General Account	0.00	0.00	0.00	0.00	-256,276.00	-256,276.00	100 %	-256,276.00	-256,276.00	100 %	-256,276.00
9991 SYSTEM USE ONLY - Opening Balance - General Account	0.00	0.00	0.00	0.00	-256,276.00	-256,276.00	100 %	-256,276.00	-256,276.00	100 %	-256,276.00
Total	0.00	0.00	-256,275.85	-256,275.85	-256,276.00	-0.15	0 %	-256,276.00	-0.15	0 %	-256,276.00
Opening Balance Detail Total	0.00	0.00	-256,275.85	-256,275.85	-256,276.00	-0.15	0 %	-256,276.00	-0.15	0 %	-256,276.00

Oxenford State School - 1970  
Revenue Budget Cost Centres

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Revenue	Year to Date					Annual			Original Budget		
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	Budget		Remaining	% Remaining
100800	0.00	0.00	-10,140.00	-10,140.00	-10,140.00	0.00	0 %	-20,280.00	-10,140.00	50 %	-20,280.00
1008	0.00	0.00	-10,140.00	-10,140.00	-10,140.00	0.00	0 %	-20,280.00	-10,140.00	50 %	-20,280.00
101000	0.00	0.00	-2,425.31	-2,425.31	-2,578.00	-152.69	6 %	-5,245.00	-2,819.69	54 %	0.00
1010	0.00	0.00	-2,425.31	-2,425.31	-2,578.00	-152.69	6 %	-5,245.00	-2,819.69	54 %	0.00
101700	0.00	0.00	-15,750.00	-15,750.00	0.00	15,750.00	-100 %	0.00	15,750.00	-100 %	0.00
1017	0.00	0.00	-15,750.00	-15,750.00	0.00	15,750.00	-100 %	0.00	15,750.00	-100 %	0.00
102400	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-1,250.00	-1,250.00	100 %	-1,250.00
1024	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-1,250.00	-1,250.00	100 %	-1,250.00
102500	0.00	0.00	-7,819.00	-7,819.00	-8,065.00	-246.00	3 %	-16,130.00	-8,311.00	52 %	-16,130.00
1025	0.00	0.00	-7,819.00	-7,819.00	-8,065.00	-246.00	3 %	-16,130.00	-8,311.00	52 %	-16,130.00
102800	0.00	0.00	-2,959.21	-2,959.21	-5,959.00	-2,999.79	50 %	-11,959.00	-8,999.79	75 %	-12,000.00
1028	0.00	0.00	-2,959.21	-2,959.21	-5,959.00	-2,999.79	50 %	-11,959.00	-8,999.79	75 %	-12,000.00
103000	0.00	0.00	-19,272.00	-19,272.00	-19,454.00	-182.00	1 %	-62,908.00	-43,636.00	69 %	-62,908.00
1030	0.00	0.00	-19,272.00	-19,272.00	-19,454.00	-182.00	1 %	-62,908.00	-43,636.00	69 %	-62,908.00
103100	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0.00	0.00	0 %	-5,011.00
1031	0.00	0.00	0.00	0.00	0.00	0.00	0 %	0.00	0.00	0 %	-5,011.00
103400	0.00	0.00	-1,178.81	-1,178.81	-2,319.00	-1,140.19	49 %	-5,819.00	-4,640.19	80 %	-6,000.00
1034	0.00	0.00	-1,178.81	-1,178.81	-2,319.00	-1,140.19	49 %	-5,819.00	-4,640.19	80 %	-6,000.00
103700	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-7,299.00	-7,299.00	100 %	-7,299.00
1037	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-7,299.00	-7,299.00	100 %	-7,299.00
103900	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-17,216.00	-17,216.00	100 %	-17,216.00
1039	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-17,216.00	-17,216.00	100 %	-17,216.00
104300	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-15,634.00	-15,634.00	100 %	-1,563.00
1043	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-15,634.00	-15,634.00	100 %	-1,563.00

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Oxenford State School - 1970  
Revenue Budget Cost Centres

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Revenue	Year to Date				Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
104900 Other Revenue	0.00	0.00	-3,452.73	-3,452.73	-349.00	3,103.73	-889 %	0.00
104911 Helping Hands	0.00	0.00	-18,311.00	-18,311.00	-18,957.00	-646.00	3 %	-40,000.00
1049 Other Revenue	0.00	0.00	-21,763.73	-21,763.73	-19,306.00	2,457.73	-13 %	-40,000.00
105000 P&C Contributions	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00	100 %	-10,000.00
1050 P&C Contributions	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00	100 %	-10,000.00
105700 Regional Allocated Specialist Support Staff Resource Grant	0.00	0.00	-3,762.00	-3,762.00	-3,535.00	227.00	-6 %	-7,070.00
1057 Regional Allocated Specialist Support Staff Resource Grant	0.00	0.00	-3,762.00	-3,762.00	-3,535.00	227.00	-6 %	-7,070.00
106400 School Community Capital Improvement Grant	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-3,025.00
1064 School Community Capital Improvement Grant	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-3,025.00
106600 School Grant	0.00	0.00	-37,393.00	-37,393.00	-37,647.00	-254.00	1 %	-75,294.00
1066 School Grant	0.00	0.00	-37,393.00	-37,393.00	-37,647.00	-254.00	1 %	-75,294.00
108000 Student Resource Scheme Revenue	0.00	0.00	80.00	80.00	0.00	-80.00	-100 %	0.00
108010 SRS Instrumental Music	0.00	0.00	-7,130.00	-7,130.00	-6,625.00	505.00	-8 %	-6,625.00
1080 Student Resource Scheme Revenue	0.00	0.00	-7,050.00	-7,050.00	-6,625.00	425.00	-6 %	-6,625.00
108400 Teacher Relief Scheme Grant - Sick/Special/Emergent	0.00	0.00	-39,807.36	-39,807.36	-39,188.00	619.36	-2 %	-77,315.00
1084 Teacher Relief Scheme Grant - Sick/Special/Emergent	0.00	0.00	-39,807.36	-39,807.36	-39,188.00	619.36	-2 %	-77,315.00
108800 Utilities - Facilities Grant	0.00	0.00	-24,122.00	-24,122.00	-24,122.00	0.00	0 %	-58,391.00
1088 Utilities - Facilities Grant	0.00	0.00	-24,122.00	-24,122.00	-24,122.00	0.00	0 %	-58,391.00
108900 Utilities - Telecommunications Grant	0.00	0.00	-3,034.24	-3,034.24	-3,308.00	-273.76	8 %	-6,254.00
1089 Utilities - Telecommunications Grant	0.00	0.00	-3,034.24	-3,034.24	-3,308.00	-273.76	8 %	-6,254.00
109200 Voluntary Financial Contributions	0.00	0.00	-13,310.00	-13,310.00	-33,856.00	-20,546.00	61 %	-33,856.00
1092 Voluntary Financial Contributions	0.00	0.00	-13,310.00	-13,310.00	-33,856.00	-20,546.00	61 %	-33,856.00
110300 Maintenance - Planned and Unplanned (Routine Breakdown)	0.00	0.00	-14,000.00	-14,000.00	-4,000.00	10,000.00	-250 %	-57,582.00
1103 Maintenance - Planned and Unplanned (Routine Breakdown)	0.00	0.00	-14,000.00	-14,000.00	-4,000.00	10,000.00	-250 %	-57,582.00

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Oxford State School - 1970  
Revenue Budget Cost Centres

Revenue	Year to Date						Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	Budget	Remaining	
110600	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-2,764.00	-2,764.00	100 %
1106	0.00	0.00	0.00	0.00	0.00	0.00	0 %	-2,764.00	-2,764.00	100 %
111100	0.00	0.00	-85,181.00	-85,181.00	-85,181.00	0.00	0 %	-170,362.00	-85,181.00	50 %
1111	0.00	0.00	-85,181.00	-85,181.00	-85,181.00	0.00	0 %	-170,362.00	-85,181.00	50 %
111300	0.00	0.00	-5,578.28	-5,578.28	-1,646.00	3,932.28	-239 %	-1,646.00	3,932.28	-239 %
1113	0.00	0.00	-5,578.28	-5,578.28	-1,646.00	3,932.28	-239 %	-1,646.00	3,932.28	-239 %
112100	0.00	0.00	-20,856.00	-20,856.00	-21,054.00	-198.00	1 %	-42,108.00	-21,252.00	50 %
1121	0.00	0.00	-20,856.00	-20,856.00	-21,054.00	-198.00	1 %	-42,108.00	-21,252.00	50 %
Revenue Total	0.00	0.00	-335,401.94	-335,401.94	-332,983.00	2,418.94	-1 %	-755,954.00	-420,552.06	56 %
Revenue Budget Cost Centres Total	0.00	0.00	-335,401.94	-335,401.94	-332,983.00	2,418.94	-1 %	-755,954.00	-420,552.06	56 %

Oxford State School - 1970  
Expense Budget Cost Centres

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Expense	Year to Date				Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
200100 Asset Replacement Program	0.00	0.00	8,876.36	8,876.36	29,594.00	20,717.64	70 %	44,391.00
2001 Asset Replacement Program	0.00	0.00	8,876.36	8,876.36	29,594.00	20,717.64	70 %	44,391.00
200410 Positive Behaviour for Learning	0.00	0.00	3,907.86	3,907.86	4,000.00	92.14	2 %	8,000.00
2004 Behaviour Support	0.00	0.00	3,907.86	3,907.86	4,000.00	92.14	2 %	8,000.00
200900 Chaplaincy	0.00	10,140.00	10,140.00	20,280.00	12,000.00	-8,280.00	-69 %	24,000.00
2009 Chaplaincy	0.00	10,140.00	10,140.00	20,280.00	12,000.00	-8,280.00	-69 %	24,000.00
201115 STEM	0.00	0.00	0.00	0.00	13,075.00	13,075.00	100 %	26,150.00
201116 English	0.00	0.00	812.72	812.72	5,000.00	4,187.28	84 %	10,000.00
201118 HASS	0.00	0.00	0.00	0.00	800.00	800.00	100 %	1,600.00
201119 Languages	0.00	0.00	177.00	177.00	250.00	73.00	29 %	500.00
201120 Science	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100 %	2,000.00
201122 Health and Physical Education	0.00	0.00	457.17	457.17	2,500.00	2,042.83	82 %	5,000.00
201123 Technologies	0.00	0.00	205.00	205.00	1,000.00	795.00	80 %	2,000.00
201124 Mathematics	0.00	0.00	363.64	363.64	3,163.00	2,799.36	89 %	6,326.00
201126 The Arts - Curriculum	0.00	540.94	0.00	540.94	1,500.00	959.06	64 %	3,000.00
201127 Swimming Grant	0.00	0.00	0.00	0.00	0.00	0.00	0 %	7,299.00
2011 Curriculum	0.00	540.94	2,015.53	2,556.47	28,288.00	25,731.53	91 %	63,875.00
201500 Education Support Program	0.00	0.00	5,405.26	5,405.26	0.00	-5,405.26	-100 %	0.00
2015 Education Support Program	0.00	0.00	5,405.26	5,405.26	0.00	-5,405.26	-100 %	0.00
201900 Facilities	0.00	0.00	29,842.47	29,842.47	62,005.00	32,162.53	52 %	99,000.00
2019 Facilities	0.00	0.00	29,842.47	29,842.47	62,005.00	32,162.53	52 %	99,000.00
202100 Health and Physical Education	0.00	0.00	1,125.00	1,125.00	0.00	-1,125.00	-100 %	0.00
2021 Health and Physical Education	0.00	0.00	1,125.00	1,125.00	0.00	-1,125.00	-100 %	0.00
202500 Indigenous Education Program	0.00	0.00	2,522.39	2,522.39	2,500.00	-22.39	-1 %	5,000.00
2025 Indigenous Education Program	0.00	0.00	2,522.39	2,522.39	2,500.00	-22.39	-1 %	5,000.00



Oxford State School - 1970  
Expense Budget Cost Centres

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Expense	Year to Date				Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
202700 Information and Communication Technology Education	0.00	2,163.76	17,716.09	19,879.85	31,470.00	11,590.15	37 %	49,470.00
2027 Information and Communication Technology Education	0.00	2,163.76	17,716.09	19,879.85	31,470.00	11,590.15	37 %	49,470.00
203200 Literacy & Numeracy	0.00	0.00	16,794.30	16,794.30	17,216.00	421.70	2 %	17,216.00
2032 Literacy & Numeracy	0.00	0.00	16,794.30	16,794.30	17,216.00	421.70	2 %	17,216.00
203400 Locally Funded Salaries & Wages	0.00	0.00	15,425.08	15,425.08	27,000.00	11,574.92	43 %	54,000.00
2034 Locally Funded Salaries & Wages	0.00	0.00	15,425.08	15,425.08	27,000.00	11,574.92	43 %	54,000.00
203500 Management	0.00	0.00	7,429.09	7,429.09	16,000.00	8,570.91	54 %	25,000.00
2035 Management	0.00	0.00	7,429.09	7,429.09	16,000.00	8,570.91	54 %	25,000.00
204300 Photocopying	0.00	0.00	3,135.39	3,135.39	5,200.00	2,064.61	40 %	9,450.00
2043 Photocopying	0.00	0.00	3,135.39	3,135.39	5,200.00	2,064.61	40 %	9,450.00
204400 Professional Development	0.00	0.00	6,317.92	6,317.92	12,500.00	6,182.08	49 %	25,000.00
2044 Professional Development	0.00	0.00	6,317.92	6,317.92	12,500.00	6,182.08	49 %	25,000.00
204800 Resource Centre	0.00	0.00	2,654.84	2,654.84	2,500.00	-154.84	-6 %	5,000.00
2048 Resource Centre	0.00	0.00	2,654.84	2,654.84	2,500.00	-154.84	-6 %	5,000.00
205100 Security	0.00	0.00	2,951.07	2,951.07	3,500.00	548.93	16 %	7,000.00
2051 Security	0.00	0.00	2,951.07	2,951.07	3,500.00	548.93	16 %	7,000.00
205400 Student Services	0.00	0.00	759.41	759.41	2,000.00	1,240.59	62 %	4,000.00
2054 Student Services	0.00	0.00	759.41	759.41	2,000.00	1,240.59	62 %	4,000.00
205600 Teacher Replacement	0.00	0.00	35,627.28	35,627.28	55,000.00	19,372.72	35 %	120,000.00
2056 Teacher Replacement	0.00	0.00	35,627.28	35,627.28	55,000.00	19,372.72	35 %	120,000.00
205800 Telecommunications	0.00	0.00	4,474.90	4,474.90	3,700.00	-774.90	-21 %	4,800.00
2058 Telecommunications	0.00	0.00	4,474.90	4,474.90	3,700.00	-774.90	-21 %	4,800.00
205900 Special Education	0.00	0.00	1,245.37	1,245.37	3,000.00	1,754.63	58 %	6,000.00
2059 Special Education	0.00	0.00	1,245.37	1,245.37	3,000.00	1,754.63	58 %	6,000.00

Oxford State School - 1970  
Expense Budget Cost Centres

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Expense	Year to Date				Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
206000 Utilities	0.00	0.00	27,008.70	27,008.70	42,000.00	14,991.30	36 %	84,000.00
2060 Utilities	0.00	0.00	27,008.70	27,008.70	42,000.00	14,991.30	36 %	84,000.00
206100 Workplace Health and Safety	0.00	0.00	1,172.87	1,172.87	2,000.00	827.13	41 %	4,000.00
2061 Workplace Health and Safety	0.00	0.00	1,172.87	1,172.87	2,000.00	827.13	41 %	4,000.00
206200 The Arts - Performing	0.00	0.00	3,031.29	3,031.29	2,000.00	-1,031.29	-52 %	4,000.00
2062 The Arts - Performing	0.00	0.00	3,031.29	3,031.29	2,000.00	-1,031.29	-52 %	4,000.00
206700 Direct to Market Planned Maintenance	0.00	0.00	10,500.00	10,500.00	0.00	-10,500.00	-100 %	39,292.00
2067 Planned Maintenance	0.00	0.00	10,500.00	10,500.00	0.00	-10,500.00	-100 %	39,292.00
206800 Direct to Market Routine Breakdown Maintenance	0.00	0.00	18,401.40	18,401.40	23,644.00	5,242.60	22 %	39,288.00
2068 Unplanned Maintenance	0.00	0.00	18,401.40	18,401.40	23,644.00	5,242.60	22 %	39,288.00
207000 Great Results Guarantee/Investing for Success	0.00	0.00	74,708.05	74,708.05	98,000.00	23,291.95	24 %	204,443.00
2070 Great Results Guarantee/Investing for Success	0.00	0.00	74,708.05	74,708.05	98,000.00	23,291.95	24 %	204,443.00
299900 Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0 %	2,000.00
2999 Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0 %	2,000.00
<b>Expense Total</b>	<b>0.00</b>	<b>12,844.70</b>	<b>313,187.92</b>	<b>326,032.62</b>	<b>485,117.00</b>	<b>159,084.38</b>	<b>33 %</b>	<b>948,225.00</b>
<b>Expense Budget Cost Centres Total</b>	<b>0.00</b>	<b>12,844.70</b>	<b>313,187.92</b>	<b>326,032.62</b>	<b>485,117.00</b>	<b>159,084.38</b>	<b>33 %</b>	<b>948,225.00</b>

Oxenford State School - 1970  
Provisions

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Provision	Year to Date				Annual			Original Budget
	Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
310000 Bank Reserve Provision	0.00	0.00	0.00	0.00	0.00	0.00	0 %	30,000.00
3100 Bank Reserve Provision	0.00	0.00	0.00	0.00	0.00	0.00	0 %	30,000.00
320000 Asset Replacement Provision	0.00	0.00	0.00	0.00	0.00	0.00	0 %	20,000.00
3200 Asset Replacement Provision	0.00	0.00	0.00	0.00	0.00	0.00	0 %	20,000.00
Provision Total	0.00	0.00	0.00	0.00	0.00	0.00	0 %	50,000.00
Provisions Total	0.00	0.00	0.00	0.00	0.00	0.00	0 %	50,000.00



Oxenford State School - 1970  
Global Trading Activities

Period: 202005 | Cost Centre: % | Cost Centre Manager: %

		Year to Date				Annual			Original Budget
		Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
400010	Excursions/Camps/Sport	0.00	0.00	66.00	66.00	0.00	-66.00	-100 %	0.00
4000	Global Trading Activities	0.00	0.00	66.00	66.00	0.00	-66.00	-100 %	0.00
Global Trading Activities Total		0.00	0.00	66.00	66.00	0.00	-66.00	-100 %	0.00
Global Trading Activities Total		0.00	0.00	66.00	66.00	0.00	-66.00	-100 %	0.00

Oxenford State School - 1970  
Non-Curricula Activities

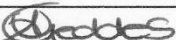
Period: 202005 | Cost Centre: % | Cost Centre Manager: %

Non-Curricula Activities		Year to Date				Annual			Original Budget
		Committed	Purchased	General Ledger	Actual	Budget	Variance	% Variance	
700010	T-Shirts	0.00	0.00	509.10	509.10	0.00	-509.10	-100 %	0.00
700011	STUDENT COUNCIL	0.00	0.00	-4,986.29	-4,986.29	0.00	4,986.29	-100 %	0.00
700014	Retail-Canteen	0.00	0.00	7,517.58	7,517.58	0.00	-7,517.58	-100 %	0.00
7000	Non-Curricula Activities	0.00	0.00	3,040.39	3,040.39	0.00	-3,040.39	-100 %	0.00
Non-Curricula Activities Total		0.00	0.00	3,040.39	3,040.39	0.00	-3,040.39	-100 %	0.00
Non-Curricula Activities Total		0.00	0.00	3,040.39	3,040.39	0.00	-3,040.39	-100 %	0.00

**Oxenford State School - P and C Association  
Events / Fundraising Project Monthly Report**

<b>Date of meeting</b>	18 May 2020
------------------------	-------------

1. **Current project members:** Angela Geddes and Kerry-Ann Hodda
2. **Summary of matters arising from previous meeting:** Mother's Day Stall Complete – 6 May 2020
3. **Correspondence In/Out (email and post):**
  - Email from Australian Fundraising 15/05/2020 Billy G's Gourmet Cookie Dough offer (see attached)
4. **Financial Statements:** \$800.50 profit from Mother's Day stall – refer to treasurer report
5. **Progress Report/Updates:** N/A
6. **Matters for approval by P&C:** Father's Day Stall September 2020
  - Gift ordering
  - Breakfast

Event Co-ordinator Signature: 
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Name: Angela Geddes
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Date: 18/05/2020
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Mother's Day Stock 2020

Mother's Day Stock 2020				
Stock Items	Total Stock Amount Starting 2020	Total Stock Sold 2020	Amount Charged	Total Stock Left for 2021
Mums Notebook	108	55	\$2.50	53
Mums Sport Towel	3	1	\$2.50	2
Stubby Holder	28	18	\$2.50	10
Head Massager	40	29	\$2.50	11
Re-usable Coffee Cup	101	49	\$2.50	52
Coffee Cups	53	51	\$2.50	2
Laugh Sign	3	3	\$2.50	0
Home Sign	1	1	\$2.50	0
Chalkboard Labels	2	2	\$2.50	0
Green Mum Frame	1	0	\$2.50	1
Laugh Photo Frame White	4	4	\$2.50	0
Purple Photo Frame	9	9	\$2.50	0
White I love Mummy Photo Frame	4	4	\$2.50	0
Teal Photo Frame	6	6	\$2.50	0
Pink Photo Frame	6	6	\$2.50	0
Yellow Photo Frame	10	5	\$2.50	5
Wine Glass	15	15	\$5.00	0
Trinket Keeper Tray Heart	14	7	\$5.00	7
Trinket Keeper Tray Diamond	13	13	\$5.00	0
Trinket Keeper Tray Cat	13	11	\$5.00	2
Family Photo Frame	30	30	\$5.00	0
Body Butter and Scrub Pack	40	38	\$5.00	2
Calico Tote Bag - Animal Print Heart	10	10	\$5.00	0
Calico Tote Bag - Amazing Things	10	0	\$5.00	10
Calico Tote Bag - Plain Flower	10	6	\$5.00	4
Calicio Tote Bag - Fabulous Mum	10	6	\$5.00	4
Llama Photo Frame	40	16	\$5.00	24
Grandmother Magnetic Photo Frame	20	4	\$2.50	16
Grandmother Petite Candle	20	20	\$2.50	0
Petite Votive Candle	20	20	\$2.50	0
Best Mum Ever Pen	30	28	\$2.50	2
Metallic Pen	30	30	\$2.50	0
Nature Bracelet	60	60	\$5.00	0
<b>Total</b>	<b>764</b>	<b>557</b>		<b>207</b>
<b>Total Sales for 2020</b>	<b>\$1,916.50</b>			
<b>Invoice Paid for Stock</b>	<b>\$1,116.00</b>			
<b>Profit from Sales 2020</b>	<b>\$800.50</b>			

## Oxenford State School - P and C Association Uniform Shop Monthly Report

Date of meeting	18 May 2020 3.15pm School Hall
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### 1. Summary of matters arising from previous meeting

Stock has started arriving from local suppliers however I am still waiting on hats from China.  
The suppliers has said they are due to arrive in the country any day but is unsure how long the customs clearance process will be.

The shop has only been opening Thursday mornings to process Munch Monitor orders and also for any walk in sales.

### 2. Correspondence In/Out

Nil

### 3. Financial Statements

Stock Sold	\$2446
Stock on Hand	\$33018
Stock on Order	\$11393 (Hats and Polos)

### 4. Matters for approval by P&C

Signed:

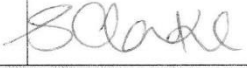
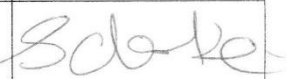





Name: Sue Clarke

Date: 18 May 2020

## Appendix A

### DETAILS OF CHANGE OF BANK SIGNATORIES

Account Name	Bank	BSB	Account	
Oxenford State School P&C Association	Commonwealth	064224	10013445	
Signatories to be removed – Outgoing Treasurer			Signatory	Signature
			Sue Clarke – Treasurer	
Account Name	Bank	BSB	Account	
Oxenford State School P&C Association School Building Fund (DGR registered)	Bank of Queensland	124176	10642717	
Signatories to be removed – Outgoing Treasurer			Signatory	Signature
			Sue Clarke – Treasurer – President	
Existing Signatories to remain on all bank accounts			Signatory	Signature
			Melanie Pearson – President	
			Tracy Burger – Vice President	
			Katie-Jane Lawrence – Secretary	
New Signatory to be added to all bank accounts			Signatory	Signature
			Lucy Shepherd – Treasurer	