



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

Date	Monday 30 <sup>th</sup> August 2021 @ 6:00pm
Attendance	Melanie Pearson, Katie-Jane Lawrence, William Owen-Jones, Patric Brady, Katherine Boocock, Kathryn Lauritsen-Damm, Angela Geddes, Donald Gould, Lucy Shepherd, Zoe Lister, Kristy Welsh, Amilia Sewell
Apologies	Juan Pearson, Timothy Lawrence, Kerry-Ann Hodda, Kate Spiers, Karen McDonogh, Paul Boocock, Chauntel McIntyre, Tracy Burger, Sue Clarke, Liz Cook, Chester Hikki, Mark Boothman, Sharmain Brauer, Natalie Baker, Dorothy Hood, Chloe Jones, Peta May
Meeting Chair	Melanie Pearson / Patric Brady
Minutes By	Katherine Boocock
Meeting opened	6:05pm

### 1. Minutes of previous meeting

Distribution and confirmation of previous minutes of meeting dated 19<sup>th</sup> July 2021 & special meeting 30<sup>th</sup> July 2021.

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

Moved:	Angela Geddes	Seconded:	Zoe Lister	Carried:	Yes
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### 2. Business Arising from Previous Minutes

None

### 3. Correspondence In/Out

#### Mail

Harlequin Group – school bag information

Australian Fundraising Specialist flyer

Cadbury 30 years of fundraising flyer

Parent Talk Mag – Term 3

#### Emails

Email regarding Grant Application Form for the Murals over \$5,000

Emails regarding Uniform Shop order

Emails regarding Book Fair posters & book list

Email regarding 2022 Booklist Tender

Email regarding P&C Queensland Annual General Meeting (10 Sept 2021)

Email regarding P&C Queensland COVID business support package

### 4. Business Arising for Correspondence

None

### 5. President's Report

Welcome everyone & thank you again for attending our August general meeting.

P&C Executive Decisions since last meeting

- Book Fair \$100 decoration budget was not used. P&C executive decision made to donate funds to purchase \$100 worth of books
- P&C will not attend the Queensland P&C Conference

Thank you to Natalie Baker for your support with the Book Fair.

Decision required regarding the removal of the Scout Fundraising Bin. There have been minimal funds raised. The students confuse the bin for either recycling or rubbish and therefore often has incorrect contents.

**Motion:** *To remove the Scout Bin*

Moved:	Katie-Jane Lawrence	Seconded:	Zoe Lister	Carried:	Yes
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Update requested regarding the installation of shade over the new bubblers funded by the P&C. Patric Brady confirmed this will be resolved by the next P&C meeting.

Update requested regarding the Ramp Stickers funded by the P&C. Patric Brady confirmed this is waiting on completion of the ramp.

Update requested regarding the Tuck Shop murals. Funding approved at special P&C meeting 30<sup>th</sup> July 2021 & cost is below \$5,000. Agreed to move this for discussion at the next P&C meeting.

P&C Vice President & Acting Treasurer, Katie-Jane Lawrence, is leaving. Thank you to Katie for her significant commitment to the P&C executive team & Oxenford State School community.

New application for Vice President received from Angela Geddes

New application for Treasurer received from Amilia Sewell

**Motion:** *Accept the applications for new Vice President & Treasurer*

Moved:	Zoe Lister	Seconded:	Donald Gould	Carried:	Yes
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**Motion:** *Accept the Presidents report as true and correct*

Moved:	Donald Gould	Seconded:	Angela Geddes	Carried:	Yes
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## 6. Treasurer Report

### Bank Accounts

The Main Bank account as at 30th August 2021 is \$38,527.53. Bank balance currently includes \$2,727.75 of book fair scholastic funds bringing P&C's cash total to \$35,799.78. The last Commonwealth bank statement dated 31<sup>st</sup> July 2021 showed \$38,343.56.

School Building fund balance as at 30th August 2021 \$9,272.21

Our Commonwealth Bank Merchant Fees for the month of July \$50.43 charged from the account 2<sup>nd</sup> August 2021 (\$29.50 for terminal rental \$20.93 in sales Merchant Fees).

Bank of Queensland Building Fund Interest deposited 31<sup>st</sup> July 2021 \$1.11.

Money in and out of Bank of Queensland Account is as follows;

- Donation to P&C for Under 8's Day deposited from Mark Boothman of \$500.00 and transferred to Oxenford State School – Awaiting confirmation of receipt email from school
- Donation of \$500.00 from Sold Street Real Estate as part of their community fund program thank you to Tennille & Matt for donating these funds towards our Mural Project.

This leaves the following remaining in the Building Fund;

- Remainder of Bubbler Monies from 2020 \$8,772.21 inc interest
- Mural Project Donation from Sold Street Real Estate \$500.00

Munch Monitor Fees Year to Date 1<sup>st</sup> January to 30<sup>th</sup> August 2021 \$401.52.

Grant Money from Club Helensvale Community Fund for Sensory Items was deposited into the P&C account in the amount of \$3,964.46.

P&C funds remaining in schools bank account from re-imbursement of air condition installation in year 2 block 2019 is \$24,000.00 which is to go towards mural projects & sidewalk art..

**Items that have been paid since last meeting as previously ratified;**

- Fathers Day Stall
  - Giftware Direct invoice \$518.00
  - Moon & Back invoice \$692.25
  - Crown Concepts invoice \$1,590.10

**Items that have been paid & are required to be ratified;**

- LW Reid Invoice for Jackets \$280.04
- \$500.00 Donation to School for Under 8's Day as Donated to P&C by Mark Boothman
- \$100.00 donation to Oxenford State School for remaining Decoration Budget from Book Fair to go towards purchase of books for school from the Book Fair
- Woolworths Purchases for Educators High Tea \$212.96 (Reimbursed from the school) another invoice for an additional amount of \$68.00 that was not included in this Woolworths Invoice is still awaited.
- School family incorrectly deposited funds into P&C account instead of schools so transferred \$6.50 back to the school family.
- Elizabeth Richards Invoice for Sensory Items using the monies deposited by Club Helensvale for \$3,964.46.

**Items that need to be ratified to allow payment to be made;**

- Purchase order to Branded Australia Pty Ltd for uniform polo shirts \$10,587.51

Total cash donations so far for 2021 to school for curriculum based projects \$7,536.35

Total product donation to school for Sensory items from Grant \$3,964.46

Total 2021 scholastic book club rewards purchases used for school resource purchases for curriculum to date for 2021 \$2,403.36

Total donations to Oxenford State School for curriculum to July 2021 to **\$13,904.17**

Cash donations to Oxenford State School for infrastructure projects transferred to date this year totalling **\$3,185.54**

P&C Financial & Treasurer Report attached.

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

Moved:	Donald Gould	Seconded:	Zoe Lister	Carried:	Yes
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**Motion:** *To remove previous Vice President & Acting Treasurer, Katie-Jane Lawrence, from P&C bank accounts & add new executive committee members*

Moved:	Donald Gould	Seconded:	Zoe Lister	Carried:	Yes
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## **7. Subcommittee Reports**

### **7.1 Book Club/Fair**

- Issue 6 is currently out and is due back this Friday – 10<sup>th</sup> September 2021. Extension was given as catalogues haven't arrived yet – Online version has been posted on Facebook)
- We still have 2 issues left for the year.
- Current rewards balance as of 30/08/2021 - \$423.45
- Book Fair this year had a great outcome reaching our goal of \$6000.00 in sales.

## 7.2 Uniform Shop

Uniform Sales Total for period from 19<sup>th</sup> July 2021 – 17<sup>th</sup> August 2021 \$2,783

Total Uniform Shop Stock on hand \$30,758.06

Total Stock on Order \$10,587.51 – Purchase order 1008 – Polo Shirts

Refer to Uniform Shop Report attached.

**Motion:** The *Uniform Shop report is true and correct*

Moved:	Angela Geddes	Seconded:	Zoe Lister	Carried:	Yes
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## 7.3 Fundraising Report

Future fundraising

- 1/9/21 - Fathers Day Stall
- Date to be confirmed - Disco – theme agreed Favourite Movie Character. Food provided will be sausage sizzle. No chocolate due to children with allergies.
- 19/11/21 - Colour Run – paint has arrived
- 9/12/21 – Year 6 Social

## 7.4 Grants – Chester Hiki

Club Helensvale Community Benefit Fund = \$3,964.46 for sensory items

Potential Grant – Solar through Stuart Robert Office – Chester is going to apply & will liaise with Sharmain

## 7.5 Infrastructure

Ramp delayed due to defects. Opening date to be confirmed

## 8. Principal's Report

Mr Patric Brady welcomed everyone and thanked all attendees

### Staffing

Recruiting for Deputy Principal is nearing completion. School office position will be advertised

### Events / Excursions

Engagement with the traditional owners of the land the school occupies has been ongoing. Planned activities with the traditional owners will occur in the coming weeks.

### Naplan

Naplan testing Year 3 and 5 reports due out within next 2 weeks

### Musical

Update provided by Kristy Welsh that dates will potentially move due to COVID lockdowns impacting rehearsals & students readiness to perform at their best. 300 tickets will be available per show.

See attached full report from Principal.

**Motion:** *Principal Report be accepted as true and correct*

Moved:	William Owen-Jones	Seconded:	Donald Gould	Carried:	Yes
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## 9. Motions on Notice

None

## 10. General Business

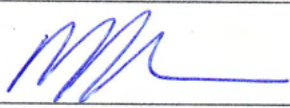
None

## 11. Applications for New Memberships called

New application received for Amilia Sewell

<b>Meeting Closed:</b>	7:10pm
<b>Next Meeting</b>	Monday 11 <sup>th</sup> October 2021 3:15pm

**These minutes are endorsed as a true and accurate record**

<b>Signed:</b>		<b>Date:</b>	11/10/2021
<b>Name:</b>	Melanie Pearson	<b>Position:</b>	President



## Acting Treasurer's Report

30<sup>th</sup> August 2021

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### Items that have been paid since last meeting as previously approved;

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- Elizabeth Richards Invoice for Sensory Items using the monies deposited by Club Helensvale for \$3,964.46.

**The following previously ratified item has not yet been received from supplier but will be paid upon receipt;**

- Purchase order to Branded Australia Pty Ltd for uniform polo shirts \$10,587.51

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Financial reports are attached along with fully transparent figures.



Katie-Jane Lawrence  
Vice President / Acting Treasurer

Endorsed by Melanie Pearson  
President

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# Oxenford State School P&C Association

## Balance Sheet As of August 30, 2021

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts receivable</b>	<b>A\$0.00</b>
Cash at Bank - BOQ School Building Fund	9,272.21
OSS P & C (3445)	38,527.53
Inventory Asset	28,991.74
Plant & Equipment	0.00
Undeposited funds	488.00
<b>Total Current Assets</b>	<b>A\$77,279.48</b>
<b>Total Assets</b>	<b>A\$77,279.48</b>
Liabilities and shareholder's equity	
Current liabilities:	
GST Liabilities Payable	0.00
<b>Total current liabilities</b>	<b>A\$0.00</b>
Shareholders' equity:	
Net Income	-1,191.08
Opening balance equity	50,889.58
Retained Earnings	27,580.98
<b>Total shareholders' equity</b>	<b>A\$77,279.48</b>
<b>Total liabilities and equity</b>	<b>A\$77,279.48</b>

# Oxenford State School P&C Association

## Profit and Loss

1 January - 30 August, 2021

	TOTAL
Income	
Donations/ Contributions Received	5,264.46
Sales - Containers for Change	96.20
Sales - Fundraising.	20,107.45
Sales - Uniforms	27,787.50
Services	236.81
Unapplied Cash Payment Income	5.00
<b>Total Income</b>	<b>A\$53,497.42</b>
Cost of Sales	
Cost of sales	582.16
Cost of sales - Fundraising.	14,956.53
Cost of sales - Uniforms	15,513.21
discount received	-137.24
<b>Total Cost of Sales</b>	<b>A\$30,914.66</b>
<b>GROSS PROFIT</b>	<b>A\$22,582.76</b>
Other Income	
Interest income	9.19
Other Income	2,734.25
<b>Total Other Income</b>	<b>A\$2,743.44</b>
Expenses	
Accounting and bookkeeping	1,958.00
Bank charges and fees	256.68
Bank Merchant Fees	427.84
Gifts and donations	4,831.46
Insurance	1,957.60
Purchases	275.90
School Projects	16,110.94
Shipping, Freight, and Delivery Postage & Handling	10.95
<b>Total Expenses</b>	<b>A\$25,829.37</b>
Other Expenses	
Computer Software Expenses	468.45
Other Expense	219.46
<b>Total Other Expenses</b>	<b>A\$687.91</b>
<b>NET EARNINGS</b>	<b>A\$ -1,191.08</b>

# Oxenford State School P&C Association

## Inventory Valuation Summary

As of August 30, 2021

SKU	QTY	ASSET VALUE	CALC. AVG
Fleece Zip Jacket - Size 04	21.00	372.54	17.74
Fleece Zip Jacket - Size 06	16.00	365.83	22.864375
Fleece Zip Jacket - Size 08	16.00	385.54	24.09625
Fleece Zip Jacket - Size 10	3.00	67.94	22.6466667
Fleece Zip Jacket - Size 12	9.00	216.88	24.0977778
Fleece Zip Jacket - Size 14	6.00	101.74	16.9566667
Fleece Zip Jacket - Size 16	11.00	202.03	18.3663636
Fleece Zip Jacket - Size M	8.00	230.23	28.77875
Fleece Zip Jacket - Size Small	10.00	289.06	28.906
Hat - Bucket - L/XL	20.00	228.34	11.417
Hat - Bucket - M/L	21.00	275.77	13.1319048
Hat - Bucket - S/M	31.00	406.43	13.1106452
Hat - Bucket - XS/S	24.00	310.17	12.92375
Hat - Bucket - XXS/XS	34.00	365.50	10.75
Hat - Wide Brim - L/XL	38.00	531.78	13.9942105
Hat - Wide Brim - M/L	37.00	539.10	14.5702703
Hat - Wide Brim - S/M	86.00	1,113.38	12.9462791
Hat - Wide Brim - XS/S	43.00	509.64	11.852093
Hat - Wide Brim - XXS/XS	44.00	495.55	11.2625
Microfibre Jacket - Size 04	17.00	480.61	28.2711765
Microfibre Jacket - Size 06	20.00	582.13	29.1065
Microfibre Jacket - Size 08	10.00	282.57	28.257
Microfibre Jacket - Size 10	10.00	282.57	28.257
Microfibre Jacket - Size 12	7.00	196.73	28.1042857
Microfibre Jacket - Size 14	11.00	311.70	28.3363636
Microfibre Jacket - Size 16	6.00	174.66	29.11
Microfibre Jacket - Size M	2.00	66.71	33.355
Microfibre Jacket - Size Small	4.00	115.80	28.95
Music Shirt - Size 04	0.00	0.00	
Music Shirt - Size 06	11.00	338.80	30.80
Music Shirt - Size 08	8.00	246.40	30.80
Music Shirt - Size 10	13.00	400.40	30.80
Music Shirt - Size 12	8.00	246.40	30.80
Music Shirt - Size 14	5.00	154.00	30.80
Music Shirt - Size 16	0.00	0.00	
Music Shirt - Size 18	1.00	0.00	0.00
Polo Shirt - Size 02	99.00	1,647.72	16.6436364
Polo Shirt - Size 04	81.00	1,492.29	18.4233333
Polo Shirt - Size 06	64.00	1,354.82	21.1690625
Polo Shirt - Size 08	54.00	1,143.07	21.167963
Polo Shirt - Size 10	54.00	1,143.15	21.1694444
Polo Shirt - Size 12	28.00	592.67	21.1667857
Polo Shirt - Size 14	11.00	232.86	21.1690909
Polo Shirt - Size 16	64.00	1,298.77	20.2932813
Polo Shirt - Size 18	12.00	217.76	18.1466667
Shorts - Size 02	22.00	249.73	11.3513636
Shorts - Size 04	22.00	249.71	11.3504545
Shorts - Size 06	34.00	364.71	10.7267647

SKU	QTY	ASSET VALUE	CALC. AVG
Shorts - Size 08	20.00	226.95	11.3475
Shorts - Size 10	63.00	837.53	13.294127
Shorts - Size 12	37.00	396.92	10.7275676
Shorts - Size 14	85.00	911.79	10.7269412
Shorts - Size 16	17.00	182.36	10.7270588
Shorts - Size Large	4.00	34.88	8.72
Shorts - Size X/L	6.00	0.00	0.00
Skorts - Size 03	10.00	173.00	17.30
Skorts - Size 04	17.00	294.10	17.30
Skorts - Size 06	17.00	294.11	17.3005882
Skorts - Size 08	23.00	397.91	17.3004348
Skorts - Size 10	27.00	289.58	10.7251852
Skorts - Size 12	25.00	268.20	10.728
Skorts - Size 14	35.00	422.76	12.0788571
Skorts - Size 16	3.00	33.40	11.1333333
Sports Polo Bradman - Size 04	20.00	284.56	14.228
Sports Polo Bradman - Size 06	17.00	224.83	13.2252941
Sports Polo Bradman - Size 08	20.00	264.46	13.223
Sports Polo Bradman - Size 10	12.00	158.70	13.225
Sports Polo Bradman - Size 12	25.00	345.83	13.8332
Sports Polo Bradman - Size 14	4.00	68.00	17.00
Sports Polo Bradman - Size 16	8.00	128.00	16.00
Sports Polo Bradman - Size 18	1.00	17.00	17.00
Sports Polo Bradman - Size S	4.00	76.00	19.00
Sports Polo Elliott - Size 04	22.00	293.78	13.3536364
Sports Polo Elliott - Size 06	20.00	264.46	13.223
Sports Polo Elliott - Size 08	24.00	321.70	13.4041667
Sports Polo Elliott - Size 10	11.00	157.20	14.2909091
Sports Polo Elliott - Size 12	10.00	142.94	14.294
Sports Polo Elliott - Size 14	15.00	245.00	16.3333333
Sports Polo Elliott - Size 16	12.00	192.00	16.00
Sports Polo Elliott - Size 18	1.00	17.00	17.00
Sports Polo Elliott - Size S	4.00	76.00	19.00
Sports Polo Fraser - Size 04	32.00	473.78	14.805625
Sports Polo Fraser - Size 06	26.00	398.92	15.3430769
Sports Polo Fraser - Size 08	20.00	286.04	14.302
Sports Polo Fraser - Size 10	14.00	200.15	14.2964286
Sports Polo Fraser - Size 12	18.00	260.03	14.4461111
Sports Polo Fraser - Size 14	2.00	32.00	16.00
Sports Polo Fraser - Size 16	3.00	48.00	16.00
Sports Polo Fraser - Size 18	0.00	0.00	
Sports Polo Fraser - Size 22	4.00	68.00	17.00
Sports Polo Fraser - Size S	4.00	76.00	19.00
TOTAL		<b>A\$30,758.06</b>	

# Merchant Tax Invoice

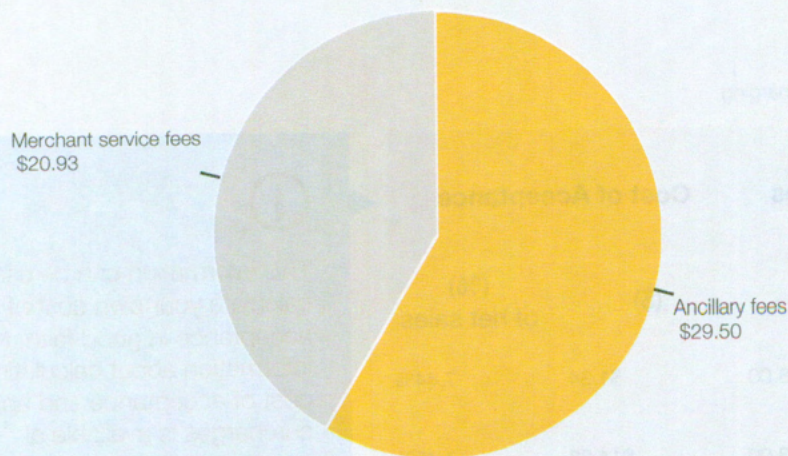
041

OXENFORD STATE SCHOOL P&C ASSOCI  
90 MICHIGAN DR  
OXENFORD QLD 4210

**Merchant Number** 5353109490341297  
**Account Number** 010013445  
**BSB** 064224  
**Trading Address** OXFENFORD STATE SCHOOL  
P&C  
90 MICHIGAN DR  
OXENFORD QLD 4210

## Your transaction fees breakdown

Your transaction fees breakdown



If you have questions, give us a call at **1800 230 177** or visit [commbank.com.au/merchantsupport](https://commbank.com.au/merchantsupport) for more information

## The essentials

Your month at a glance

Your Plan

**Bundled**



Statement period

**01 Jul -  
31 Jul 2021**



Transaction net total

**\$682.00**



Total fees paid

**\$50.43**

(Incl GST of \$4.58)

All fees include GST unless stated otherwise.



**We're here for you, whenever  
you do business.**

Whether you're starting, running or growing your business – we're here to support you with our 24/7 Australian-based business banking team.

**Need support?**

Call 1800 230 177 for support 24/7 or visit [commbank.com.au/merchantsupport](https://commbank.com.au/merchantsupport).



## Your transaction summary

Card transactions processed by schema type

Card Type	Total transactions	Total sales	Total returns transactions	Total returns sales	Net totals
Visa	4	\$211.00	0	\$0.00	\$211.00
Mastercard	3	\$453.00	0	\$0.00	\$453.00
eftpos	1	\$18.00	0	\$0.00	\$18.00
<b>Totals</b>					<b>\$682.00</b>

All fees include GST unless stated otherwise

## Surcharging information

Cost of Acceptance information to assist you with surcharging

Calculated timeframe

### Monthly

01 Jul 2021 - 31 Jul 2021

Net Sales

Cost of Acceptance

		(\$)	(%) of net sales
Visa Credit	\$18.00	\$1.34	7.44%
Visa Debit/Pre-Paid	\$193.00	\$14.33	7.42%
Mastercard Debit/Pre-Paid	\$453.00	\$33.64	7.43%
eftpos	\$18.00	\$1.12	6.22%



This information can be used to calculate your own cost of acceptance in good faith. More information about calculating the cost of acceptance and applying surcharges is available at [commbank.com.au/merchantsupport](http://commbank.com.au/merchantsupport)

You should review your cost of acceptance at least once in each financial year.

**Please note:** This statement contains your monthly Cost of Acceptance, which you can use as a guide for your annual Cost of Acceptance. Your annual Cost of Acceptance information will be included in June statements each year.

## Ancillary fees summary

Ancillary costs relating to your merchant facility

### Authorisation fees

**Total** **\$0.00**

### Facility fees




**Total** **\$29.50**

### Facility Maintenance fees

**Total** **\$0.00**



## Ancillary fees summary Contd.

Stationery fees 	Chargeback fees 	Other fees 
Total \$0.00	Total \$0.00	Total \$0.00

**Total** **\$29.50**

All fees include GST unless stated otherwise

## Fees - in detail

### Merchant service fees

Fees relating to servicing your merchant facility

	Total turnover	Rate	Total transactions	Rate	Net totals
Visa credit sales	\$18.00	3.1000%			\$0.56
Visa debit/prepaid sales	\$193.00	3.1000%			\$5.98
Mastercard debit sales	\$453.00	3.1000%			\$14.05
Eftpos sales			1	\$0.3400	\$0.34
<b>Total</b>					<b>\$20.93</b>

All fees include GST unless stated otherwise

### Ancillary fees

Itemised ancillary costs relating to your merchant facility

	Number	Rate	Net totals
<b>Facility fees</b>			
Terminal rental fee	1	\$29.5000	\$29.50
<b>Total Facility fees</b>			<b>\$29.50</b>
<b>Facility maintenance fees</b>			
Monthly access fee	1	\$0.0000	\$0.00



## Ancillary fees Contd.

	Number	Rate	Net totals
Total Facility maintenance fees			\$0.00
<b>Total</b>			<b>\$29.50</b>

All fees include GST unless stated otherwise

*Itemised merchant fees in this statement are rounded to the nearest whole cent. As a result, small differences may occur between merchant fees actually charged, to an amount calculated using the itemised merchant fees in this statement.*

Account Number 06 4224 10013445

Statement Period 1 Jul 2021 - 31 Jul 2021

Closing Balance \$38,343.56 CR

Enquiries 13 1998  
(24 hours a day, 7 days a week)



041

OXENFORD STATE SCHOOL P C ASSOC  
90 MICHIGAN DR  
OXENFORD QLD 4210

## Cheque Acct Bearing Interest

If this account has an attached overdraft limit or facility which is secured over your primary place of residence or over a residential Investment property you should ensure that the property is insured in accordance with the terms and conditions of the mortgage. If you have any queries about your insurance cover you should contact your insurer. Information on property insurance can also be found on [www.moneysmart.gov.au](http://www.moneysmart.gov.au). Note, if this account has an attached overdraft limit or facility and we send you a statement every 4 or 6 months, we will update your statement preference to every 3 months as part of changes made to the new Banking Code of Practice from 1 July 2019.

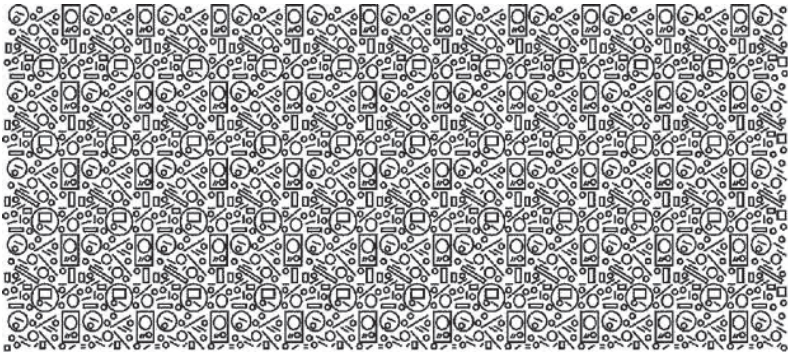
Name: OXFORD STATE SCHOOL P&C ASSOCIATI

Note: Have you checked your statement today? It's easy to find out more information about each of your transactions by logging on to the CommBank App or NetBank. Should you have any questions on fees or see an error please contact us on the details above. Cheque proceeds are available when cleared.

The date of transactions shown here may be different on your other transaction lists (for example, the transaction list that appears on the CommBank app).

Date	Transaction	Debit	Credit	Balance
01 Jul	2021 OPENING BALANCE			\$37,494.93 CR
02 Jul	CBA MERCHANT FEE 5353109490341297 Value Date: 30/06/2021	67.35		\$37,427.58 CR
13 Jul	POS 54222700 13 JUL		36.00	\$37,463.58 CR
14 Jul	Transfer to other Bank NetBank Zip Fleecy	467.35		\$36,996.23 CR
14 Jul	Transfer to other Bank NetBank Easter Raffle Reim	55.50		\$36,940.73 CR
14 Jul	Transfer to other Bank NetBank Pie Drive	40.50		\$36,900.23 CR
14 Jul	Transfer to CBA A/c NetBank ASCA Limited	26.97		\$36,873.26 CR
16 Jul	POS 54222700 16 JUL		155.00	\$37,028.26 CR
19 Jul	Direct Credit 048079 Lagana Lexie lagana 5c		6.50	\$37,034.76 CR
21 Jul	Direct Credit 445511 COUNTRYWIDE AUST 20210721-2-9		133.44	\$37,168.20 CR
21 Jul	POS 54222700 21 JUL		70.00	\$37,238.20 CR
22 Jul	POS 54222700 22 JUL		170.00	\$37,408.20 CR
23 Jul	Cash Dep Branch HELENSVALE		237.00	\$37,645.20 CR





Date	Transaction	Debit	Credit	Balance
27 Jul	POS 54222700 27 JUL		128.00	\$37,773.20 CR
28 Jul	Direct Credit 445511 COUNTRYWIDE AUST 20210728-2-9		447.36	\$38,220.56 CR
29 Jul	POS 54222700 29 JUL		123.00	\$38,343.56 CR
31 Jul 2021	CLOSING BALANCE			\$38,343.56 CR

Opening balance	-	Total debits	+	Total credits	=	Closing balance
\$37,494.93 CR		\$657.67		\$1,506.30		\$38,343.56 CR

Your Credit Interest Rate Summary

Date	Balance	Standard Credit Interest Rate (p.a.)	Special Interest Rate (p.a.)	Total Interest Rate (p.a.)
31 Jul	\$0.00 and over	0.10% RBA - TCR	-1.90%	0.00%

Note. Interest rates are effective as at the date shown but are subject to change.



Bank of Queensland Limited  
ABN 32 009 656 740  
AFSL No. 244616  
BOQ Centre  
Level 6, 100 Skyring Terrace  
Newstead Qld 4006  
GPO Box 898, Brisbane 4001  
Telephone 1300 55 72 72  
Facsimile (07) 3212 3399  
[www.boq.com.au](http://www.boq.com.au)

## STATEMENT

Account Number: **10642717**  
BSB: 124176  
From 01-Jul-2021 to 31-Jul-2021

### Business Cheque Account

Account Details	Statement Summary
Oxenford State School P & C Association School Building Fund	Opening Balance \$ 8,771.10 cr Total Credits \$ 501.11 cr Total Debits \$ 0.00 dr Credit Interest FYTD \$ 1.11 cr Closing Balance \$ 9,272.21 cr
Details as at 31-Jul-2021	

Transactions				
Posting Date	Transaction Details	Debit	Credit	Balance
<b>2021</b>				
01-Jul	Opening Balance			<b>8,771.10 cr</b>
23-Jul	Direct Credit Boothman Under 8 Day Oxenfo		500.00	9,271.10 cr
31-Jul	Interest		1.11	9,272.21 cr
31-Jul	Closing Balance			<b>9,272.21 cr</b>
Total Debits & Credits		0.00	501.11	
Overdrawn Rate is 17.20% p.a.				

#### Credit Interest Rates

Effective Date: 18/12/2003

Amount	Interest Rate p.a.
\$1 and over	0.15%

Interest rates are subject to change. Interest for Not-for-profit organisations is calculated on the minimum monthly balance and paid monthly on the last day of the month. Interest for the last day of the month will be paid in the following month.

The interest rates quoted above are current as at the Effective Date. If you require information about any interest rate changes that may have occurred in the period between your last statement and this statement, please contact your local BOQ branch or phone our Customer Contact Centre on 1300 55 72 72.

#### Regular payment arrangements

For information on Regular Payment Arrangements including:

1. Definition of a Regular Payment
2. Benefits of a Regular Payment
3. Customer Responsibilities and Obligations and
4. Customer Rights

Please refer to [www.boq.com.au/cardswitching.htm](http://www.boq.com.au/cardswitching.htm) or contact your local branch for a copy of the Terms and Conditions.

#### Fraud alert – New Visa card phone scam

A new scam has been identified where cardholders receive a call from someone claiming to be from Visa's Fraud & Security department. The caller claims they are verifying an unusual transaction and already has many of the cardholders details, but will ultimately request the CVV (3 digit number on reverse of card) enabling fraudulent transactions to be processed. Under no circumstances will the Bank or Visa request such information. Any queries should be directed to your nearest branch or our Customer Contact Centre on 1300 55 72 72.

**Statement Integrity**

You should check all entries appearing on this statement for error or possible unauthorised transactions. For more information about your account, including details on how to dispute any of the transactions found on your statement, or the benefits, fees and charges, they can be found in the relevant Terms and Conditions or Fees and Charges booklets. You can also obtain the information at any BOQ branch, through our Customer Contact Centre on 1300 55 72 72 or by visiting our website [boq.com.au](http://boq.com.au). If you have a problem or complaint, information about our dispute resolution process is available at any branch or through the Customer Contact Centre.

**SECURITY ALERT FOR PIN AND PAC HOLDERS – visit [www.boq.com.au](http://www.boq.com.au)**

Protect your card. Always carry it with you and never give it to anybody, including family or friends. Don't tell anyone your PIN or PAC, & don't let anyone see your PIN when using ATMs/Eftpos. Don't record your PIN on your card. Don't record your PAC in the same place as your CAN, & always disguise it. If you lose your card, or think others may know your PIN or PAC, call BOQ immediately on 1800 077 024. If you do not follow these precautions or fail to inform us quickly, you may be liable for losses in accordance with EFT Code of Conduct. For details visit [www.boq.com.au](http://www.boq.com.au)

**Privacy and Confidentiality**

BOQ is committed to respecting the privacy of your personal information. We may also need to disclose information about you to certain organisations in connection with the establishment and administration of your accounts. The types of organisations to which we may disclose this information are our related bodies corporate, regulatory bodies and government agencies, your agents, including broker or financial adviser, credit and debt agencies, agents, contractors and professional advisers who assist us in providing our services, your referees and guarantors, your or our insurers, and organisations that carry out functions on our behalf including mailing houses, data processors, researchers and collection agents, some of which may be located outside Australia. The information we provide to other organisations will be strictly limited to what is required to provide the service or comply with the law. We are happy to answer any further questions you may have about our management of your personal information. You can contact us at any of our branches.

## Elizabeth Richards

Unit 1, 360 Vardys Rd.,  
Kings Park, NSW 2148  
Tel.: (02) 9838 0865  
ABN: 73 159 831 740  
NDIS Provider Registration Number: 4050005470

## Quote / Proforma Invoice #: 153291

Date: 30 Jun 2021 11:58  
Customer: Kerry Saunders  
Company: Oxenford State School  
Customer Reference:

**Invoice to:**  
Oxenford State School  
C/- Oxenford State School P&C Assoc  
90 Michigan Dr  
Oxenford  
Queensland  
4210  
Australia

**Deliver to:**  
Oxenford State School  
C/- Oxenford State School P&C Assoc  
90 Michigan Dr  
Oxenford  
Queensland  
4210  
Australia

Qty	Code	Description	Item net	Item tax	Total net
8	ERPSR4	Scoop Rocker 4 Pack	A\$55.4500	A\$5.5450 (10%)	A\$443.60
10	ERWC	Er Wriggle Cushion Green <i>Colour: Green</i>	A\$31.8200	A\$3.1820 (10%)	A\$318.20
10	ERTC	Er Tactile Cushion Blue <i>Colour: Blue</i>	A\$29.0900	A\$2.9090 (10%)	A\$290.90
2	ERSLFT	Sensory Liquid Floor Tiles Pack of 6	A\$300.0000	A\$30.0000 (10%)	A\$600.00
6	ER9749	Akuring Set Of 4	A\$41.8200	A\$4.1820 (10%)	A\$250.92
6	SJTFSW	Tactile Foot And Support Wedge	A\$30.9100	A\$3.0910 (10%)	A\$185.46
10	ERSSB	SPIKEY SLAP BAND	A\$3.6400	A\$0.3640 (10%)	A\$36.40
4	ERASR330B	Work N' Wriggle Stool <i>Colour: Blue</i>	A\$75.4500	A\$7.5450 (10%)	A\$301.80
3	ERASR330G	Work N' Wriggle Stool <i>Colour: Green</i>	A\$75.4500	A\$7.5450 (10%)	A\$226.35
3	ERASR330R	Work N' Wriggle Stool <i>Colour: Red</i>	A\$75.4500	A\$7.5450 (10%)	A\$226.35
10	ERFLEX	Flexi Desk	A\$35.4500	A\$3.5450 (10%)	A\$354.50
1	ERCCB	Calming Canoe	A\$190.0000	A\$19.0000 (10%)	A\$190.00
4	ERDEFLD	Dry Erase Folding Lap Desk	A\$43.6400	A\$4.3640 (10%)	A\$174.56
1	FREIGHT	Freight	A\$5.0000	A\$0.5000 (10%)	A\$5.00
<b>Subtotal</b>					<b>A\$3604.04</b>
GST Taxable @ 10%					A\$360.42
<b>Total</b>					<b>A\$3964.46</b>
Paid to date					A\$0.00

### NOTES:

**Quote is valid for 30 days from the date stated on this document.**

Accounts email address: [accounts@elizabethrichards.com.au](mailto:accounts@elizabethrichards.com.au)  
Remittance email address: [remittance@elizabethrichards.com.au](mailto:remittance@elizabethrichards.com.au)  
BSB code: 082-057  
Bank account: 141969974

**RETURNS POLICY:** Please contact our office for Return Authorisation and procedure within 7 days of receipt of goods. Goods must be returned in good order and condition. Freight will be charged on returns of cancelled orders or customer errors.

Oxenford state School - P and C Association

Book Club Report Term 2 2021.

Meeting 30/08/2021

**Book Club Coordinator: Natalie Baker**

**Summary**

- Issue 6 is currently out and is due back this Friday – 10<sup>th</sup> September (extension was given as catalogues haven't arrived yet – Online version has been posted on Facebook)
- We still have 2 issues left for the year.
- Current rewards balance as of 30/08/2021 - \$423.45
- Book Fair this year had a great outcome reaching our goal of \$6000.00 in sales.



Thank you

# Oxenford State School P&C Association

## Sales by Donor Summary

19 July - 27 August, 2021

	TOTAL
Angela Cross	105.00
Ashton Wise	64.00
Billie Collins	18.00
Boston Brandon	64.00
Brock New	32.00
Chayse Reynolds	35.00
Darwin Grisanti	104.00
Dion Adair	35.00
Dylan Anderson	18.00
Entae Jenner	131.00
Harper Burling	18.00
Harrison Davis	202.00
Hudson Tuckett	16.00
Indy Aitken	53.00
Jack Ryzner	36.00
Jackson Sewell	68.00
Jordan Faint	18.00
Kali Whitehead	22.00
Kobi Charlwood	18.00
Leila Princehorn	32.00
Levi Johnson	57.00
Louis Visentin	202.00
Lucy Roberts	168.00
Luke John	92.00
Lyra King	298.00
Marianne Howard	70.00
Marlee Johnson	57.00
Mason Billerwell	155.00
Mason Hill	18.00
Mason Paul	32.00
Mason Rigby	35.00
Miley Baker	20.00
Mr Brady	18.00
Nate Whitehead	22.00
Oliver Thomas	32.00
Oxenford State School -	92.00
Ozhan Cinar	18.00
Paettyn Anderson	18.00
Paysen Markle	36.00
Poppy Wakefield	18.00
Samantha Coronel	20.00
Sophia Luong	18.00
Sophie Hood	40.00
Taylor Stevens	36.00
William West	122.00
<b>TOTAL</b>	<b>A\$2,783.00</b>

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

Date of meeting	30 August 2021
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**1. Summary of matters arising from previous meeting**

Nil

**2. Correspondence In/Out**

26 July 2021 – LW Reid Invoice No SI0858133, Jackets on back order \$280.04 - Forwarded to P&C for payment

**3. Financial Statements**

Stock Sold	\$2,783.00
Stock on hand	\$30,758.06
Stock on Order	\$10,587.51 - PO 1008 – Branded for Polo shirts

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

Nil

Signed:



Name: Sue Clarke

Date: 27 August 2021

P&C President sign:



Date:

30/8/2021

# Oxenford State School P&C Association

## Inventory Valuation Summary

As of August 27, 2021

SKU	QTY	ASSET VALUE	CALC. AVG
Fleece Zip Jacket - Size 04	21.00	372.54	17.74
Fleece Zip Jacket - Size 06	16.00	365.83	22.864375
Fleece Zip Jacket - Size 08	16.00	385.54	24.09625
Fleece Zip Jacket - Size 10	3.00	67.94	22.6466667
Fleece Zip Jacket - Size 12	9.00	216.88	24.0977778
Fleece Zip Jacket - Size 14	6.00	101.74	16.9566667
Fleece Zip Jacket - Size 16	11.00	202.03	18.3663636
Fleece Zip Jacket - Size M	8.00	230.23	28.77875
Fleece Zip Jacket - Size Small	10.00	289.06	28.906
Hat - Bucket - L/XL	20.00	228.34	11.417
Hat - Bucket - M/L	21.00	275.77	13.1319048
Hat - Bucket - S/M	31.00	406.43	13.1106452
Hat - Bucket - XS/S	24.00	310.17	12.92375
Hat - Bucket - XXS/XS	34.00	365.50	10.75
Hat - Wide Brim - L/XL	38.00	531.78	13.9942105
Hat - Wide Brim - M/L	37.00	539.10	14.5702703
Hat - Wide Brim - S/M	86.00	1,113.38	12.9462791
Hat - Wide Brim - XS/S	43.00	509.64	11.852093
Hat - Wide Brim - XXS/XS	44.00	495.55	11.2625
Microfibre Jacket - Size 04	17.00	480.61	28.2711765
Microfibre Jacket - Size 06	20.00	582.13	29.1065
Microfibre Jacket - Size 08	10.00	282.57	28.257
Microfibre Jacket - Size 10	10.00	282.57	28.257
Microfibre Jacket - Size 12	7.00	196.73	28.1042857
Microfibre Jacket - Size 14	11.00	311.70	28.3363636
Microfibre Jacket - Size 16	6.00	174.66	29.11
Microfibre Jacket - Size M	2.00	66.71	33.355
Microfibre Jacket - Size Small	4.00	115.80	28.95
Music Shirt - Size 04	0.00	0.00	
Music Shirt - Size 06	11.00	338.80	30.80
Music Shirt - Size 08	8.00	246.40	30.80
Music Shirt - Size 10	13.00	400.40	30.80
Music Shirt - Size 12	8.00	246.40	30.80
Music Shirt - Size 14	5.00	154.00	30.80
Music Shirt - Size 16	0.00	0.00	
Music Shirt - Size 18	1.00	0.00	0.00
Polo Shirt - Size 02	99.00	1,647.72	16.6436364
Polo Shirt - Size 04	81.00	1,492.29	18.4233333
Polo Shirt - Size 06	64.00	1,354.82	21.1690625
Polo Shirt - Size 08	54.00	1,143.07	21.167963
Polo Shirt - Size 10	54.00	1,143.15	21.1694444
Polo Shirt - Size 12	28.00	592.67	21.1667857
Polo Shirt - Size 14	11.00	232.86	21.1690909
Polo Shirt - Size 16	64.00	1,298.77	20.2932813
Polo Shirt - Size 18	12.00	217.76	18.1466667
Shorts - Size 02	22.00	249.73	11.3513636
Shorts - Size 04	22.00	249.71	11.3504545
Shorts - Size 06	34.00	364.71	10.7267647

SKU	QTY	ASSET VALUE	CALC. AVG
Shorts - Size 08	20.00	226.95	11.3475
Shorts - Size 10	63.00	837.53	13.294127
Shorts - Size 12	37.00	396.92	10.7275676
Shorts - Size 14	85.00	911.79	10.7269412
Shorts - Size 16	17.00	182.36	10.7270588
Shorts - Size Large	4.00	34.88	8.72
Shorts - Size X/L	6.00	0.00	0.00
Skorts - Size 03	10.00	173.00	17.30
Skorts - Size 04	17.00	294.10	17.30
Skorts - Size 06	17.00	294.11	17.3005882
Skorts - Size 08	23.00	397.91	17.3004348
Skorts - Size 10	27.00	289.58	10.7251852
Skorts - Size 12	25.00	268.20	10.728
Skorts - Size 14	35.00	422.76	12.0788571
Skorts - Size 16	3.00	33.40	11.1333333
Sports Polo Bradman - Size 04	20.00	284.56	14.228
Sports Polo Bradman - Size 06	17.00	224.83	13.2252941
Sports Polo Bradman - Size 08	20.00	264.46	13.223
Sports Polo Bradman - Size 10	12.00	158.70	13.225
Sports Polo Bradman - Size 12	25.00	345.83	13.8332
Sports Polo Bradman - Size 14	4.00	68.00	17.00
Sports Polo Bradman - Size 16	8.00	128.00	16.00
Sports Polo Bradman - Size 18	1.00	17.00	17.00
Sports Polo Bradman - Size S	4.00	76.00	19.00
Sports Polo Elliott - Size 04	22.00	293.78	13.3536364
Sports Polo Elliott - Size 06	20.00	264.46	13.223
Sports Polo Elliott - Size 08	24.00	321.70	13.4041667
Sports Polo Elliott - Size 10	11.00	157.20	14.2909091
Sports Polo Elliott - Size 12	10.00	142.94	14.294
Sports Polo Elliott - Size 14	15.00	245.00	16.3333333
Sports Polo Elliott - Size 16	12.00	192.00	16.00
Sports Polo Elliott - Size 18	1.00	17.00	17.00
Sports Polo Elliott - Size S	4.00	76.00	19.00
Sports Polo Fraser - Size 04	32.00	473.78	14.805625
Sports Polo Fraser - Size 06	26.00	398.92	15.3430769
Sports Polo Fraser - Size 08	20.00	286.04	14.302
Sports Polo Fraser - Size 10	14.00	200.15	14.2964286
Sports Polo Fraser - Size 12	18.00	260.03	14.4461111
Sports Polo Fraser - Size 14	2.00	32.00	16.00
Sports Polo Fraser - Size 16	3.00	48.00	16.00
Sports Polo Fraser - Size 18	0.00	0.00	
Sports Polo Fraser - Size 22	4.00	68.00	17.00
Sports Polo Fraser - Size S	4.00	76.00	19.00
TOTAL		<b>A\$30,758.06</b>	

# Oxenford State School - Principal's Monthly Report

## August 2021 P&C Association General Meeting

### COVID

We have transitioned to [Stage 3 restrictions](#), which apply throughout the state, means we can now return to COVID normal, with the exception that masks will still be required to be worn by high school students and school staff in the 11 affected South East Queensland LGAs for at least the next two weeks.

**Wearing of Masks:** In the 11 affected South East Queensland LGAs, masks must be worn by teachers and staff (all schools), plus students in high school, unless you can stay 1.5 metres apart from other people. This applies to both indoors and outdoors.

If you are able to remain 1.5 metres apart from others in a school setting you are able to remove your mask.

Parents/carers will also need to adhere to the COVID-19 restrictions including wearing masks in school buildings where you cannot be 1.5 metres from other people.

### NAPLAN Data

2021 data was released last week. Leadership team will drill down into the data and look at where we need to focus learning programs and individual support. Student Reports will be sent home once received.

### Parent-Teacher Interviews

Interviews will be held in early term 4. Booking details will be sent out in the next week.

### Shared Land

Mrs Saunders, OSS Indigenous Champion, and I attended a regional office meeting to discuss how school can better engaged the first nations people of land on which the school is built. There had been some misunderstanding of the land's traditional owner in the past. We are on what is called Shared Land between the Kombumerri and Bullongin peoples. We will be embarking on a project with 15 other schools to ensure we strengthen our ties with the first nations people and how we support the learning and engagement of our students. This project will run for 18 months.

### NAIDOC Assembly

The assembly will be held on Monday September 13 at 9.15. There is an indigenous troupe as well as a smoking ceremony. Parents will be invited to attend.

### Bush Tucker Garden.

Kerry Saunders has been working with the local elders and the principal of Jacobs Well EEC. Planting will commence in early term 4.

### Survey to Parents- Family Cultural Background.

A survey will be added to this week's newsletter asking for families to identify their cultural heritage so we can identify all cultures connected in the school via a flag in the school hall.

### Musical

Change of dates- Kristy Welsh

### Staffing

Deputy Principal- Process is nearly completed, waiting on approval to make an offer to the successful person.

School Officer position is currently advertised on SmartJobs.

Class teachers may change as staff return from leave. Students and parents of any changes will be notified.

**School Chaplain-** Welcome to Juno Fidock who started last week as our new chaplain. Chappy Juno will work a 5 day fortnight. This extra day will be covered by the funding not used in term 2. Chappy will support our students with pastoral care programs.

## **Fathering Project**

The Fathering Project aims to improve child development outcomes by inspiring and equipping fathers and father figures to effectively engage with their kids. The Fathering Project delivers resources, programs and events specific to the engagement style and needs of dads and father-figures.

## **Wellbeing Additional Allocation**

The government announced a roll out of their Wellbeing additional allocation from July 1. This means schools will be provided additional allocation to use to student wellbeing of students. We have been allocated 0.3 FTE and have indicated a partnership with Helensvale SS to employ a Social Worker. We will wait to see when this will commence with it being a 3 year roll out.

## **Queensland Engagement & Wellbeing Survey Results**

Year 4-6 students completed this survey in late term 2. 200 students responded.  
Discussed school data

## **Infrastructure Projects**

Air Conditioning-installation has been finished and now going through defects.  
Ramp Structures. -waiting on an updated on extra funding to come in and complete the rectification works.

## **Nucrush Quarry Expansion**

Further information is being sought from the DoE Media branch to respond to some concerns via emails from parents and community members.

## **Key dates for Term 3**

October 4	Public Holiday
October 15	Crazy Sock Day
October 26	StarLab Incursion
November 8-10	Year 5 Camp-Runaway Bay
November 11-14	Musical
November 19	Colour Fun Run
November 22-24	Year 6 Camp – Camp Warrawee
November 29	Year 4D Bike Ed
December 3	Semester 2 Academic Reports sent home
December 7	Year 6 Graduation
	Meet the 2022 Teacher
December 9	Year 6 Movie World excursion & Social
December 10	Final Day

## **Explicit Improvement Agenda**

### **School Culture**

that relates positively to our values, expectations and relationships within the whole school community

### **Precision**

how we use evidence to identify the 'right' work and do the 'work right' through the School Improvement Model

### **Alignment**

our shared understanding of the Australian Curriculum

### **Intentional Collaboration**

the deliberate actions we take to work together, learn together and improve together

School Bank Balance: Reported presented. \$444, 591.38

**Every Student is Our Student**



Patric A Brady  
Principal