



Oxenford State School – Parents & Citizens Association General Meeting Minutes

Date	Monday 11 th October 2021 @ 3:15pm
Attendance	Melanie Pearson, Patric Brady, Katherine Boocock, Kathryn Lauritsen-Damm, Kate Spiers, Angela Geddes, Kerry-Ann Hodda, Lucy Shepherd, Zoe Lister, Sharmain Brauer, Chloe Jones, Amilia Sewell, Chester Hiki, Julia Mpoumpis
Apologies	Juan Pearson, Timothy Lawrence, Paul Boocock, Chauntel McIntyre, Tracy Burger, Sue Clarke, Liz Cook, Donald Gould, Mark Boothman, Natalie Baker, Dorothy Hood, Peta May, William Owen-Jones
Meeting Chair	Melanie Pearson / Patric Brady
Minutes By	Katherine Boocock
Meeting opened	3:20pm

1. Minutes of previous meeting

Distribution and confirmation of previous minutes of meeting dated 30th August 2021.

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

Moved:	Kate Spiers	Seconded:	Zoe Lister	Carried:	Yes
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2. Business Arising from Previous Minutes

None

3. Correspondence In/Out

Mail

Mail from Commonwealth Bank with Merchant fee statement

Emails

Email regarding Application Form for Indigenous Languages Grant 2021 for the Murals over \$5,000

Emails regarding Uniform Shop September stocktake

Emails regarding Book Fair total sales (6,206.75), invoice (\$2,727.75) & total rewards of (\$1,862)

Email regarding 2022 Yatala Pie drive dates

Emails containing the Munch Monitor Invoice

Email regarding the Sibling enrolment & Transition Afternoon Invitation

Email from Katie Lawrence requesting removal from P&C members list.

Email from Karen McDonogh resigning from P&C.

Email regarding quote from Replas Buddy Bench & follow up on a grant

Email for Work N Wriggle Stool from Elizabeth Richards School Supplies confirming shipment complete

Email regarding booking of foam machines for Colour Run

Email regarding New Shade Grant Round Open through Cancer Council Queensland

Email regarding payment of invoice to Woolworth & confirming bank details

Email from QAST (Qld Assoc of School Tuckshops) Talking Tuckshops Term 4 2021

Email regarding purchases using the Club Helensvale grant

4. Business Arising for Correspondence

Elizabeth Richards School Supplies invoice query

5. President's Report

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

Welcome to newly appointed Angela Geddes, Vice President, & Amilia Sewell, Treasurer, to their first meeting in their new capacity on the P&C Executive Team.

P&C Executive Decisions since last meeting

- Uniform Shop Purchase of 300 Hats at a cost of \$3,712.50

Upcoming Fundraising Dates

- Crazy Sock Day: 15 October 2021. Students and Teachers to participate
- Colour Run: 19 November 2021. Arrangements are proceeding & forms already sent to parents & carers, along with consent forms. Low uptake on the online profile registration and fund raising.
- Year 6 Social: 9 December 2021. Planning has commenced. Need to agree a theme & food truck
- Decision required to fund Foam Machines for Colour Run at a cost of \$800.

Motion: *Accept the Presidents report as true and correct & accept request for funding*

Moved:	Kerry-Ann Hodda	Seconded:	Lucy Shepherd	Carried:	Yes
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6. Treasurer Report

Bank Accounts

The Main Bank account as at 11th October 2021 is \$42853.97. The last Commonwealth bank statement dated 1st October 2021 showed \$41399.62.

School Building fund balance as at 11th October 2021 \$9,274.46

Our Commonwealth Bank Merchant Fees for the month of September \$49.50 charged from the account 2nd September 2021 (\$29.50 for terminal rental \$20.00 in sales Merchant Fees).

All signatures have been updated and Katie-Jane Lawrence has been removed.

This leaves the following remaining in the Building Fund;

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

P&C funds remaining in schools bank account from re-imburement 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 approved;

- Scholastic Book Fair - \$2727.75
- Woolworth Group - \$ 68.00

P&C Financial & Treasurer Report attached.

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

Moved:	Kerry-Ann Hodda	Seconded:	Zoe Lister	Carried:	Yes
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7. Subcommittee Reports

7.1 Book Club/Fair

Book Fair – Buy one, get one free. Planning dates in October, potentially 26/27/28 October.

7.2 Uniform Shop

Uniform Sales Total for period from 20th August 2021 – 11th October 2021 \$1,664

Total Uniform Shop Stock on hand \$29,488.89

Total Stock on Order \$14,300.01 for \$10,587.51 – Purchase order 1008 – Polo Shirts & \$3,712.50 -
Purchase order 1011 – Polo Shirts

The Stock Take identified that there are 5 missing size 14 Polo Shirts. An update will be provided at the next meeting.

Refer to Uniform Shop Report attached.

7.3 Fundraising Report

Future fundraising – see presidents update

- 19/11/21 - Colour Run
- 9/12/21 – Year 6 Social

7.4 Grants – Chester Hiki

End August a grant for \$35,000 was submitted to finance the PA system and Flag post

7.5 Infrastructure

Ramp delayed due to defects. Opening date to be confirmed

8. Principal's Report

COVID

We have transitioned to Stage 3 restrictions, which apply throughout the state, means we can now return to COVID normal.

Academic & Encouragement Awards

Each class will have one academic and encouragement award. Multi age classes will have one of each for the year levels in the class. Other awards include Olivia Douglas Spirit Award, 100% Attendance, ICAS achievements and announcing the 2022 Student Leaders.

2022 VCF- \$100 per student for 2022.

2022 Instrumental Music Levy – Julia to speak. Increase to \$45 for one program and \$60 if in both. Increase to \$100 to hire an instrument.

Booklist – Tender process discussed. Kookaburra was the successful tender through a formal tender evaluation process. P&C executive member was part of this process. Parents will be provided a printed copy of the booklist as well as they will be posted on the school website. Parents will be encouraged to use our preferred supplier but they can choose us another company.

Parent-Teacher Interviews

Being held this week. Some 350 interview times have been booked.

Musical

Tickets will go on sale this Thursday and Friday.

Staffing

2022 Staffing Planner- Working through staffing allocations and changes in preparation for 2022 classes.

Investing for Success Funding

Unsure the allocation for 2022 at this stage as a new model of allocation is being introduced.

School Sign

We have been instructed by the department to remove the school sign due to the ongoing WHS issues with this style of signs. There has been no offer of any funding to remove or replace the sign. This will be the responsibility of the school.

Student Leaders

I would like to invite a member of the P&C Executive to join the interview panel for the 2022 School Captains. Speeches will be given at the end of the month with interviews for the middle of November.

Early Start Assessments

Students in prep, Year 1 and 2 will complete an exit literacy and numeracy assessment. This data will inform teaching programs across the early years.

Bush Tucker Garden

Student Council Project. Area being cleaned up today. Jacobs Well EEC principal and school officer will be here on Wednesday October 20 to plant the plants with our student leaders and indigenous students.

See attached full report from Principal.

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

Moved:	Lucy Shepherd	Seconded:	Kerry-Ann Hodda	Carried:	Yes
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9. Motions on Notice

None

10. General Business


Email sent to Scouts regarding the removal of the Red Bins – no response received to date

11. Applications for New Memberships called

None

Meeting Closed:	4:19pm
Next Meeting	Monday 22 nd November 2021 6:00pm

These minutes are endorsed as a true and accurate record

Signed:		Date:	22-11-2021
Name:	Melanie Pearson	Position:	President



Treasurer's Report

11th October 2021

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- Woolworth Group - \$ 68.00

Financial reports are attached along with fully transparent figures.

Prepared by
Amilia Sewell
Treasurer

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

Date of meeting 11 October 2021

1. Summary of matters arising from previous meeting

Stocktake was conducted 16/9/21. There were minor discrepancies that can be explained by miss-counting on previous stocktakes except for 6 size 14 Polo shirts. This is a large discrepancy and is unexplained. All differing amounts were recounted.

2. Correspondence In/Out

Emails with Branded regarding hat order and arrival dates for shirts. Was advised on 7/10/21 that the shirts have arrived in Sydney and should be here this week.

3. Financial Statements

Stock Sold	\$1,664.00
Stock on hand	\$29,488.89
Stock on Order	PO 1008 Shirts - \$10,587.51 PO 1011 Hats - \$3,712.50 Total \$14,300.01

4. Matters for approval by P&C

Order for 300 hats (\$3,712.50) placed with P&C executive approval. To be ratified at meeting. See PO 1011 attached.

Signed:



Name: Sue Clarke

Date: 11 October 2021

P&C President sign:



Date: 22/11/2021

Oxford State School P&C Association

Sales by Product/Service Summary

30 August - 11 October, 2021

	TOTAL						
	QUANTITY	AMOUNT	% OF SALES	AVG PRICE	COS	GROSS MARGIN	GROSS MARGIN %
Fleece Zip Jacket - Size 08	1.00	35.00	2.10337%	35.00	24.09	10.91	31.17143%
Hat - Bucket -2- XS/S	2.00	36.00	2.16346%	18.00	23.66	12.34	34.27778%
Hat - Bucket -3- S/M	9.00	162.00	9.73558%	18.00	118.35	43.65	26.94444%
Hat - Bucket -4- M/L	3.00	54.00	3.24519%	18.00	39.45	14.55	26.94444%
Hat - Wide Brim -2- XS/S	1.00	18.00	1.08173%	18.00	11.26	6.74	37.44444%
Hat - Wide Brim -3-S/M	5.00	90.00	5.40865%	18.00	56.25	33.75	37.50%
Hat - Wide Brim -4- M/L	2.00	36.00	2.16346%	18.00	29.16	6.84	19.00%
Microfibre Jacket - Size 14	1.00	35.00	2.10337%	35.00	28.11	6.89	19.68571%
Polo Shirt - Size 06	1.00	32.00	1.92308%	32.00	21.18	10.82	33.8125%
Polo Shirt - Size 08	3.00	96.00	5.76923%	32.00	63.53	32.47	33.82292%
Polo Shirt - Size 10	8.00	256.00	15.38462%	32.00	169.41	86.59	33.82422%
Polo Shirt - Size 12	8.00	256.00	15.38462%	32.00	169.41	86.59	33.82422%
Polo Shirt - Size 14	4.00	128.00	7.69231%	32.00	84.70	43.30	33.82813%
Polo Shirt - Size 16	2.00	64.00	3.84615%	32.00	40.59	23.41	36.57813%
Shorts - Size 02	1.00	16.00	0.96154%	16.00	11.35	4.65	29.0625%
Shorts - Size 04	3.00	48.00	2.88462%	16.00	34.05	13.95	29.0625%
Shorts - Size 06	1.00	16.00	0.96154%	16.00	10.73	5.27	32.9375%
Shorts - Size 08	2.00	32.00	1.92308%	16.00	22.70	9.30	29.0625%
Shorts - Size 10	2.00	32.00	1.92308%	16.00	21.45	10.55	32.96875%
Shorts - Size 16	2.00	32.00	1.92308%	16.00	21.45	10.55	32.96875%
Skorts - Size 08	2.00	40.00	2.40385%	20.00	34.60	5.40	13.50%
Skorts - Size 10	2.00	40.00	2.40385%	20.00	21.45	18.55	46.375%
Sports Polo Bradman - Size 08	1.00	22.00	1.32212%	22.00	13.23	8.77	39.86364%
Sports Polo Bradman - Size 10	1.00	22.00	1.32212%	22.00	13.23	8.77	39.86364%
Sports Polo Bradman - Size 12	1.00	22.00	1.32212%	22.00	17.00	5.00	22.72727%
Sports Polo Elliott - Size 04	1.00	22.00	1.32212%	22.00	14.64	7.36	33.45455%
Sports Polo Elliott - Size 12	1.00	22.00	1.32212%	22.00	14.30	7.70	35.00%
TOTAL		A\$1,664.00	100.00%		A\$1,129.33		

Oxenford State School P&C Association

90 Michigan Drive
Oxenford QLD 4210
pandc.oxenfordss@outlook.com
ABN 77 845 092 519

Purchase Order

SUPPLIER

Branded Australia Pty Ltd
PO Box 421
Southport Qld 4215

SHIP TO

Oxenford State School P&C
Association
90 Michigan Drive
Oxenford QLD 4210

P.O. NO. 1011

DATE 14/09/2021

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Hat - Bucket - M/L	Hat - Bucket - M/L	50	12.375	618.75
Hat - Bucket - S/M	Hat - Bucket - S/M	200	12.375	2,475.00
Hat - Bucket - XS/S	Hat - Bucket XS/S	50	12.375	618.75

TOTAL

A\$3,712.50

Approved By

P&C exec (see attached email)

Date

13/9/21

Oxenford State School P&C Association

Inventory Valuation Summary

As of October 11, 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	15.00	361.45	24.0966667
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 -1- XXS/XS	34.00	365.50	10.75
Hat - Bucket -2- XS/S	21.00	274.68	13.08
Hat - Bucket -3- S/M	22.00	288.08	13.0945455
Hat - Bucket -4- M/L	18.00	236.32	13.1288889
Hat - Bucket -5- L/XL	18.00	206.49	11.4716667
Hat - Wide Brim -1- XXS/XS	44.00	495.55	11.2625
Hat - Wide Brim -2- XS/S	42.00	498.38	11.8661905
Hat - Wide Brim -3-S/M	81.00	1,057.13	13.0509877
Hat - Wide Brim -4- M/L	35.00	509.94	14.5697143
Hat - Wide Brim -5- L/XL	38.00	531.78	13.9942105
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	10.00	283.59	28.359
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	63.00	1,333.64	21.1688889
Polo Shirt - Size 08	51.00	1,079.54	21.167451
Polo Shirt - Size 10	46.00	973.74	21.1682609
Polo Shirt - Size 12	21.00	444.44	21.1638095
Polo Shirt - Size 14	1.00	21.10	21.10
Polo Shirt - Size 16	62.00	1,258.18	20.2932258
Polo Shirt - Size 18	12.00	217.76	18.1466667
Shorts - Size 02	21.00	238.38	11.3514286
Shorts - Size 04	19.00	215.66	11.3505263
Shorts - Size 06	33.00	353.98	10.7266667

SKU	QTY	ASSET VALUE	CALC. AVG
Shorts - Size 08	18.00	204.25	11.3472222
Shorts - Size 10	60.00	805.35	13.4225
Shorts - Size 12	39.00	418.37	10.7274359
Shorts - Size 14	84.00	901.06	10.7269048
Shorts - Size 16	15.00	160.91	10.7273333
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	21.00	363.31	17.3004762
Skorts - Size 10	25.00	268.13	10.7252
Skorts - Size 12	26.00	278.93	10.7280769
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	18.00	238.00	13.2222222
Sports Polo Bradman - Size 10	11.00	145.47	13.2245455
Sports Polo Bradman - Size 12	24.00	328.83	13.70125
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	21.00	279.14	13.292381
Sports Polo Elliott - Size 06	20.00	264.46	13.223
Sports Polo Elliott - Size 08	25.00	334.93	13.3972
Sports Polo Elliott - Size 10	11.00	157.20	14.2909091
Sports Polo Elliott - Size 12	9.00	128.64	14.2933333
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	17.00	243.03	14.2958824
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	5.00	85.00	17.00
Sports Polo Fraser - Size S	4.00	76.00	19.00
TOTAL		A\$29,499.89	

Oxenford State School - Principal's Monthly Report

October 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.

Academic & Encouragement Awards

Each class will have one academic and encouragement award. Multi age classes will have one of each for the year levels in the class. Other awards include Olivia Douglas Spirit Award, 100% Attendance, ICAS achievements and announcing the 2022 Student Leaders.

2022 VCF- \$100 per student for 2022.

2022 Instrumental Music Levy – Julia to speak. Increase to \$45 for one program and \$60 if in both. Increase to \$100 to hire an instrument.

Booklist – Tender process discussed. Kookaburra was the successful tender through a formal tender evaluation process. P&C executive member was part of this process. Parents will be provided a printed copy of the booklist as well as they will be posted on the school website. Parents will be encouraged to use our preferred supplier but they can choose us another company.

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2022 Staffing Planner- Working through staffing allocations and changes in preparation for 2022 classes.

Investing for Success Funding

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Bush Tucker Garden

Student Council Project. Area being cleaned up today. Jacobs Well EEC principal and school officer will be here on Wednesday October 20 to plant the plants with our student leaders and indigenous students.

Key dates for Term 4

October 15	Crazy Sock Day- P&C
October 20-22	Prep Vision Screening
October 20	Bush Tucker Garden Planting
October 21	School Band Excursion
October 26-28	Book Fair- P&C
October 29	2022 School Captains Speeches
	World Teachers Day
November 2	Year 3 Excursion

November 3, 10 & 17	2022 Prep Transition Afternoon
November 5	Tuckshop Day
November 6-7	All Schools Touch Competition
November 8-10	Year 5 Camp – Runaway Bay
November 10	Year 6 Beach Safety Excursion
November 11-14	School Musical @ Helensvale SS Hall
November 15	2022 Band recruitment starts- Year 3-5
November 16	2022 School Captain Interviews
November 18	2022 Strings recruitment starts -Year 2-5
November 19	Colour Fun Run- P&C
November 22-24	Year 6 Camp- Camp Warrawee
November 25	2022 Sports House Captain Speeches
November 26	Interhouse Swimming Carnival (upper school)
November 29	2022 School Music Captain Interviews
	Year 4D Bike Ed Excursion
	Volunteer's Morning Tea
November 30	Year 6 Helensvale SHS Transition Day
	Religious Instruction Christmas Concert
	School Christmas Concert- TBC
December 3	2021 Academic Awards Assembly
	Semester 2 Academic Reports sent home
December 6	Instrumental Music Gala Concert
December 7	Meet the Teacher – 2022 Class Teachers
	Year 6 Graduation
December 8	Term 4 Principal's Party
December 9	Year 6 Excursion – Movie World
	Year 6 Social
December 10	Term 4 concludes
January 17, 2022	School Office opens
January 24, 2022	Term 1 commences

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. **\$418,142.03 as of Monday October 11, 2021.**

Every Student is Our Student



Patric A Brady
Principal



Oxenford State School

Knowledge Brings Growth

90 Michigan Drive
Oxenford Qld 4210
Ph.: 07 5585 7666
Email: admin@oxenfordss.eq.edu.au

October 2021

Dear P&C committee,

On behalf of the Instrumental Music Program at Oxenford State School, I would like to request that the P&C executive committee endorse a Levy and Instrument hire fee increase for 2022.

As you are aware, in 2020, the school decided to decrease the Instrument hire costs to \$50 for the 2021 IM program to compensate for the cancellation instrumental music lessons of 2019 and 2020 due to Covid 19 restrictions.

We would like to reinstate the original hire fee of \$100 and increase the levy to \$45 for each student and \$60 for students who wish to learn two instruments. The main reason for the increase is to be able to afford to pay for repairs, replacements and the service of instruments which can be very expensive.

With Regards

Julia Mpoumpis
Instrumental Music Coordinator