



Oxenford State School – Parents & Citizens Association General Meeting Minutes

Date	Monday 27 November 2023
Attendance	Melanie Pearson, Angela Geddes, Patric Brady, Christine New, Katherine Boocock, Kathryn Lauritsen-Damm, Sharmain Brauer, Naomi Fowler, Chauntel McIntyre, Chris Boff, Taylor Peisley, Jessica Frost, Chester Hiki, Steve Newman, Jade Wade, Natalie Baker, Ben Findlay, Sarah Pine
Apologies	Sue Clarke, Sarah Reed, Juno Fidock,
Meeting Chair	Melanie Pearson
Minutes By	Katherine Boocock
Meeting opened	3:20pm

P&C President welcomed members to the meeting.

1. Minutes of previous meeting

Distribution and confirmation of previous minutes of meeting dated 4th September 2023.

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

Moved:	Chris Boff	Seconded:	Naomi Fowler	Carried:	Yes
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2. Business Arising from Previous Minutes

None

3. Correspondence In/Out

Mail

Commonwealth Merchant Fee Statement
BOQ Bank Statement

Emails

Emails regarding Uniform Shop orders, invoices & stocktake
Emails from Munch Monitor with invoices & queries
Emails from Woolworth regarding purchases
Emails regarding designs for the tuckshop mural
Emails regarding Fathers Day Stall stocktake & invoices
Emails regarding Colour Run equipment hire & planning
Emails regarding Year 6 Social planning & invoices
Email regarding approval of \$5,299 for 2023-24 Discretionary Grants Program Indigenous Bench Seat

4. Business Arising for Correspondence

None

5. President's Report

P&C Executive Decisions since last meeting.

- Approval to purchase Telstra Pre-Paid 4GX Wi-Fi plus device \$79 for Uniform Shop
- Approval to pay \$230 plus \$200 deposit for lights for school disco
- Approval to use alternative supplier for Year 6 Social Photobooth \$450

Motion: *Accept the P&C Executive Decisions since last meeting*

Moved:	Kathryn Lauritsen-Damm	Seconded:	Chauntel McIntyre	Carried:	Yes
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Decisions required:

- N/a

Motion: *Accept the Presidents update as true and correct & approved decisions*

Moved:	n/a	Seconded:	n/a	Carried:	n/a
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6. Treasurer Report

Treasurer Report:

1. We still have 1x 2022 projects that we are holding money for;
 - PaveArt Project (\$3,000)
2. 2x 2023 projects that we are holding money for;
 - Outdoor learning shade (\$4,000)
 - Tuckshop Mural (\$3,500)
3. Managed to get a temporary discount on our Quickbooks. Paying \$13.75 instead of \$40 per month.

Summary of matters arising from previous meeting

Money still finalising to close out year

- Uniform Shop final 2 weeks
- Year 6 Social
- Colour Run

Financial Statements

Commonwealth Bank	\$38,344.84
BOQ (Project Fund)	\$31,246.09
Prepaid Card (Quickbooks Payments)	\$254.00
Key Card	\$1,000.00

Payments made Sept 04-Nov 25:

Purpose	Amount	Notes
Quickbooks Monthly Payment	\$64.00	3 months(includes discounted rate)
Cost of Sales-Fundraising	\$5,807.82	
Cost of Sales-Uniforms	\$4,368.74	
School Events	\$25.30	
Bank Fees	\$108.53	Includes EFTPOS terminal fees
Indigenous Bench	\$4,400.00	2023 Fundraising Project
STEM Donation	\$3,000.00	2023 Fundraising Project
Readers Donation	\$2,000.00	2022 Fundraising Project
Sensory Items	\$3,740.94	2023 Fundraising Project
Total	\$23,515.33	

Income received Sept 04-Nov 25

Purpose	Amount
Uniform Shop Sales	\$6,087.52
Fundraising (Disco, Referendum BBQ, Colour Run (PART))	\$21,591.94
Interest	\$167.30
Donations/Contributions	\$9,069.94
Total	\$36,916.70

Financial reports are attached along with fully transparent figures.

P&C Financial & Treasurer Report attached.

Decisions required:

- None

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

Moved:	Natalie Baker	Seconded:	Chris Boff	Carried:	Yes
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ADDITIONAL AGENDA ITEM – Helping Hands pricing structure Term 1 2024

Helping Hands, Sarah Pine, provided an update on the new pricing structure effective from Term 1 2024, including:

- New Tiered Pricing
- New Bulk pack and associated discounts
- Modified Late pick up or non-notified absence protocols

Motion: *The proposed changes supported by the P&C attendees*

Moved:	Natalie Baker	Seconded:	Sharmain Brauer	Carried:	Yes
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7. Subcommittee Reports

7.1 Book Club/Fair – presented by Christine New

The Buy One Get One Free Book Fair was held in conjunction with Chappy Juno’s Grandparent’s Day event. The total of books sold was **\$2,366.35**.

This was a great success with many Grandparents taking advantage of receiving a free book with each purchase. There were lots of happy children and grandparents enjoying choosing and reading great books together.

A big Thank You to the wonderful volunteers who helped make this event so special.

The final Book Club catalogue for the year (Issue 8) has been finalised and books will be going to students this week. Thank you to the parents who have supported the Book Club during the year and we hope to keep inspiring a love of reading next year as well.

Refer to Book Club Report attached

7.2 Uniform Shop – presented by Christine New

Financial Statements

Stock Sold	\$5,953.52
Stock on hand	\$35,513.21
Stock on Order	Nil

Refer to Uniform Shop Report attached.

Decisions required:

- Approve before Term 1 starts uniform shop opening hours
- Approve purchase of shorts and skorts at total value of \$1,134.75
- Approve price of Shorts to remain unchanged at \$16, and increase price of Skorts to \$24

Proposed 2024 before school year opening times:

Monday 15th January 2024	2.00pm – 4.00pm
Tuesday 16th January 2024	9.00am – 12.00pm
Wednesday 17th January 2024	9.00am – 12.00pm
Thursday 18th January 2024	2.00pm – 4.00pm
Friday 19th January 2024	2.00pm – 4.00pm

Shorts and Skorts					
AS at 26-11-23	On Hand	To order	Price (incl GST)	Cost	Total After order
Shorts - Size 04	14	5	\$12.450	\$62.25	19
Shorts - Size 06	5	15	\$12.450	\$186.75	20
Shorts - Size 08	10	10	\$12.450	\$124.50	20
Shorts - Size 10	8	10	\$12.450	\$124.50	18
Shorts - Size 12	13	5	\$12.450	\$62.25	18
Total Shorts		45		\$560.25	
Skorts - Size 04	9	10	\$19.150	\$191.50	19
Skorts - Size 06	13	5	\$19.150	\$95.75	18
Skorts - Size 08	16	5	\$19.150	\$95.75	21
Skorts - Size 10	14	5	\$19.150	\$95.75	19
Skorts - Size 12	13	5	\$19.150	\$95.75	18
Total Skorts		30		\$574.50	
Total all Shorts and Skorts		75		\$1,134.75	

Costs 26-11-23				
	LW Reid	With EFTPOS (1.1%)	With MM (4%)	Our current sell price
Shorts	\$12.45	\$12.59	\$12.95	\$16.00
Skorts	\$19.15	\$19.36	\$19.92	\$20.00

In addition to our current sale price for shorts and skorts we pay 1.1% on EFT transactions and 4% on Munch Monitor transactions.

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

Moved:	Naomi Fowler	Seconded:	Chauntel McIntyre	Carried:	Yes
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7.3 Fundraising Report

Future fund raising and events

- 6 October 2023: All School Disco
- 30 September 2023: Fathers Day Stall and Raffle
- 30 October 2023 Grandparent Day – buy 1 book, get 1 free
- 17 November 2023: Colour Run Splatacular
- 7 December 2022: Year 6 Social 90s theme

7.4 Grants – Chester Hiki

- Working with Patrick regards the Go for Gold (State Govt Education Dept) grant round closed mid-Sept 2023

7.5 Infrastructure

No update provided

8. Principal's Report: Patric Brady

The principal provided an overview of the follow topics.

- STEM achievement Queensland Stem award
- Grandparents & Fathers & Children Sleep Over
- Colour Fun Run
- 2023 School Opinion Survey
- 2024 Predicted Enrolments
- Investing for Success
- Infrastructure Projects
- Facilities Upgrade
- 2024 Student Leaders
- Out of Hours School Care
- School Events

2024 School Office Open on Monday January 15 from 8.00am.

A huge thank you to the P&C executives and members for the continued support of the school throughout the school year. A special thanks to the P&C executive of Mel, Ange, Katherine and Christine for their time and commitment to help make OSS a great school. Words can not describe the gratitude I have for this continued support. Thanks also to Chester Hiki for his work on writing and submitting grant applications. Thank you to Sue Clarke for the work she does in the uniform shop, book club and book fair. This is greatly appreciated. Thank you also to Mark Boothman and William Owen-Jones for their continued support of our great school.

Have a great festive season and I look forward to working with the P&C in 2024.

See attached full report from the Principal

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

Moved:	Chauntel McIntyre	Seconded:	Kathryn Lauritsen-Damm	Carried:	Yes
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9. Motions on Notice

None

10. General Business

Steve Newman requested 50 x shirts for School Intersports, cost \$1,300 (excl GST) to be purchased next year

Motion: *Accept the decision to purchase School Intersports shirts*

Moved:	Kathryn Lauritsen-Damm	Seconded:	Chauntel McIntyre	Carried:	Yes
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Steve Newman requested 3 x Gazebos. This will be considered by the P&C executive as part of the 2024 budget process. Will need a decision prior to end of Term 1 for Cross Country

School Mural outside library design shared and will commence during school holidays

11. Applications for New Memberships called by P&C Secretary (Katherine Boocock)

Ben Findlay and Jade Wade

Meeting Closed:	5:24pm
Next Meeting	AGM and General Meeting – date to be confirmed

These minutes are endorsed as a true and accurate record			
Signed:		Date:	27 February 2023
Name:	Melanie Pearson	Position:	President



Treasurer Report

Date of meeting	27 th November 2023
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1. Treasurer Report:

- We still have 1x 2022 projects that we are holding money for;
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- 2x 2023 projects that we are holding money for;
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1. Summary of matters arising from previous meeting

Money still finalising to close out year

- Uniform Shop final 2 weeks
- Year 6 Social
- Colour Run

2. Financial Statements

Commonwealth Bank	\$38,344.84
BOQ (Project Fund)	\$31,246.09
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3. Payments made Sept 04-Nov 25;

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Total	\$23,515.33	

4. Income received Sept 04-Nov 25

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Interest	\$167.30
Donations/Contributions	\$9,069.94
Total	\$36,916.70

5. Matters for approval by P&C

None

6. Reports attached;

1. Reconciliation Report-Commonwealth Bank
2. Reconciliation Report-BOQ
3. Reconciliation Report-Prepaid Mastercard
4. Profit & Loss
5. Balance Sheet

Signed:

Name:

Date:

Chew
Christine New
27-11-2023

P&C President sign:

Date:

[Signature]
27-11-2023.

Oxford State School P&C Association

OSS P & C (3445), Period Ending 30/09/2023

RECONCILIATION REPORT

Reconciled on: 13/10/2023

Reconciled by: Treasurer Oxford State School

Any changes made to transactions after this date aren't included in this report.

Summary

AUD

Statement beginning balance	47,747.22
Cheques and payments cleared (14)	-7,472.77
Deposits and other credits cleared (15)	3,490.67
Statement ending balance	43,765.12
Register balance as of 30/09/2023	43,765.12
Cleared transactions after 30/09/2023	0.00
Uncleared transactions after 30/09/2023	1,097.13
Register balance as of 13/10/2023	44,862.25

Details

Cheques and payments cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
02/09/2023	Expense	Milo	Melanie Pearson	-27.60
02/09/2023	Expense		Commonwealth Bank	-43.33
02/09/2023	Expense	Paper	Christine New	-15.80
02/09/2023	Expense	Cups	Chauntel McIntyre	-29.99
02/09/2023	Bill Payment		Woolworths Ltd	-9.20
02/09/2023	Expense	Fathers Day	Angela Geddes	-306.87
06/09/2023	Bill Payment		Scholastic	-2,439.50
06/09/2023	Expense		Sue Clarke	-100.00
06/09/2023	Transfer			-1,402.12
15/09/2023	Expense		Chauntel McIntyre	-410.58
15/09/2023	Expense			-1.76
20/09/2023	Transfer			-2,165.45
20/09/2023	Bill Payment		BJ Sound & Lighting	-430.00
22/09/2023	Expense		Chauntel McIntyre	-90.57
Total				-7,472.77

Deposits and other credits cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/09/2023	Deposit			77.42
05/09/2023	Deposit		Oxford SS Projects Tracking:F...	500.50
05/09/2023	Deposit		Oxford SS Projects Tracking:F...	37.50
06/09/2023	Deposit		Oxford SS Projects Tracking:F...	91.20
08/09/2023	Deposit		Dylan Anderson	20.00
08/09/2023	Deposit			5.00
08/09/2023	Deposit		Oxford SS Projects Tracking:Di...	120.00
08/09/2023	Deposit		Oxford SS Projects Tracking:Di...	152.85
13/09/2023	Deposit			95.04
15/09/2023	Deposit		Oxford SS Projects Tracking:Di...	364.00
15/09/2023	Deposit		Oxford SS Projects Tracking:Di...	163.00
15/09/2023	Deposit		Oxford SS Projects Tracking:F...	22.00
15/09/2023	Deposit			262.00
20/09/2023	Deposit			1,121.28
27/09/2023	Deposit			458.88
Total				3,490.67

Additional Information

Uncleared cheques and payments after 30/09/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
04/10/2023	Expense	Disco	Christine New	-184.65
09/10/2023	Expense			-8.00

Uncleared deposits and other credits after 30/09/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/10/2023	Deposit			80.74
03/10/2023	Deposit		Jesse McLeod	22.00
04/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	16.00
05/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	8.00
06/10/2023	Receive Payment		Oxenford State School -	36.00
06/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	16.00
06/10/2023	Deposit			197.00
09/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	71.80
09/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	200.00
11/10/2023	Deposit			642.24
Total				1,289.78

Oxenford State School P&C Association

OSS P & C (3445), Period Ending 31/10/2023

RECONCILIATION REPORT

Reconciled on: 18/11/2023

Reconciled by: Treasurer Oxenford State School

Any changes made to transactions after this date aren't included in this report.

Summary

AUD

Statement beginning balance	43,765.12
Cheques and payments cleared (10)	-7,727.16
Deposits and other credits cleared (39)	12,169.24
Statement ending balance	48,207.20
Register balance as of 31/10/2023	48,207.20
Cleared transactions after 31/10/2023	0.00
Uncleared transactions after 31/10/2023	-11,849.66
Register balance as of 18/11/2023	36,357.54

Details

Cheques and payments cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
02/10/2023	Expense		Commonwealth Bank	-32.60
04/10/2023	Expense	Disco	Christine New	-184.65
09/10/2023	Expense			-8.00
13/10/2023	Transfer			-1,000.00
13/10/2023	Bill Payment		LW Reid	-903.79
13/10/2023	Bill Payment		LW Reid	-221.82
16/10/2023	Expense			-5.45
17/10/2023	Transfer			-1,194.75
18/10/2023	Transfer			-2,399.60
28/10/2023	Bill Payment		Branded Australia Pty Ltd	-1,776.50

Total

-7,727.16

Deposits and other credits cleared (39)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
10/09/2023	Deposit			20.00
01/10/2023	Deposit			80.74
03/10/2023	Deposit		Jesse McLeod	22.00
04/10/2023	Deposit		QuickBooks	0.00
04/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	16.00
05/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	8.00
06/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	16.00
06/10/2023	Receive Payment		Oxenford State School -	36.00
06/10/2023	Deposit			197.00
09/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	200.00
09/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	71.80
11/10/2023	Deposit			642.24
13/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	120.00
13/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	747.70
13/10/2023	Receive Payment		Korra Pritchard	20.00
13/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	152.00
13/10/2023	Deposit		Oxenford SS Projects Tracking:Di...	88.00
16/10/2023	Deposit		Oxenford SS Projects Tracking:R...	1,155.00
16/10/2023	Deposit		Oxenford SS Projects Tracking:R...	9.50
17/10/2023	Deposit		Oxenford SS Projects Tracking:R...	587.10
17/10/2023	Deposit		India Moore	40.00
18/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
18/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
18/10/2023	Deposit			145.92
20/10/2023	Deposit		Jamin Anderson	32.00
20/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
22/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
23/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
23/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	50.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
23/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	100.00
24/10/2023	Deposit		Meilani Johanson	142.00
25/10/2023	Deposit			402.24
26/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
27/10/2023	Deposit		Connor Simpson	96.00
27/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	50.00
27/10/2023	Deposit		Oxenford SS Projects Tracking:Y...	50.00
30/10/2023	Deposit		GCCC	5,299.00
30/10/2023	Deposit		Oxenford SS Projects Tracking:2f...	1,219.00
31/10/2023	Deposit		Oxenford SS Projects Tracking:2f...	204.00

Total 12,169.24

Additional Information

Uncleared cheques and payments after 31/10/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
02/11/2023	Expense		Commonwealth Bank	-65.20
06/11/2023	Bill Payment		BJ Sound & Lighting	-950.00
06/11/2023	Bill Payment		Woolworths Ltd	-837.15
06/11/2023	Bill Payment		Oxenford State School	-4,400.00
06/11/2023	Transfer			-899.00
06/11/2023	Bill Payment		Scholastic	-2,187.35
10/11/2023	Bill Payment		Branded Australia Pty Ltd	-6,994.35
15/11/2023	Expense			-3.52

Total -16,336.57

Uncleared deposits and other credits after 31/10/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/11/2023	Deposit			178.56
01/11/2023	Deposit			81.51
02/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
02/11/2023	Deposit		Adam Brudenell	22.00
03/11/2023	Deposit		Oxenford SS Projects Tracking:2f...	780.00
03/11/2023	Deposit		Bella Taylor	32.00
06/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	46.20
08/11/2023	Deposit			936.00
08/11/2023	Deposit			441.60
08/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	25.00
10/11/2023	Deposit			75.00
10/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	75.00
10/11/2023	Deposit		Oxenford SS Projects Tracking:C...	215.00
13/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	23.10
14/11/2023	Deposit		Oxenford SS Projects Tracking:Y...	23.10
14/11/2023	Deposit		Oxenford SS Projects Tracking:C...	10.00
15/11/2023	Deposit		Oxenford SS Projects Tracking:C...	10.00
15/11/2023	Deposit			994.00
15/11/2023	Deposit			483.84
16/11/2023	Deposit		Oxenford SS Projects Tracking:C...	10.00

Total 4,486.91

Cash at Bank - BOQ School Building Fund, Period Ending 30/09/2023

RECONCILIATION REPORT

Reconciled on: 13/10/2023

Reconciled by: Treasurer Oxford State School

Any changes made to transactions after this date aren't included in this report.

Summary	AUD
Statement beginning balance.....	18,366.06
Cheques and payments cleared (0).....	0.00
Deposits and other credits cleared (4).....	<u>7,310.77</u>
Statement ending balance.....	<u>25,676.83</u>
Register balance as of 30/09/2023.....	25,676.83

Details					
Deposits and other credits cleared (4)					
DATE	TYPE	REF NO.	PAYEE		AMOUNT (AUD)
06/09/2023	Transfer				1,402.12
20/09/2023	Transfer				2,165.45
28/09/2023	Deposit		Club Helensvale		3,740.94
30/09/2023	Deposit				2.26
Total					7,310.77

Oxenford State School P&C Association

Cash at Bank - BOQ School Building Fund, Period Ending 31/10/2023

RECONCILIATION REPORT

Reconciled on: 18/11/2023

Reconciled by: Treasurer Oxenford State School

Any changes made to transactions after this date aren't included in this report.

Summary		AUD
Statement beginning balance.....		25,676.83
Cheques and payments cleared (1).....		-3,740.94
Deposits and other credits cleared (4).....		3,627.14
Statement ending balance.....		<u>25,563.03</u>
Register balance as of 31/10/2023.....		25,563.03
Cleared transactions after 31/10/2023.....		0.00
Uncleared transactions after 31/10/2023.....		-811.94
Register balance as of 18/11/2023.....		<u>24,751.09</u>

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
10/10/2023	Expense		Oxenford State School	-3,740.94
Total				-3,740.94

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
17/10/2023	Transfer			1,194.75
18/10/2023	Transfer			2,399.60
26/10/2023	Deposit		Club Helensvale	30.00
31/10/2023	Deposit			2.79
Total				3,627.14

Additional Information

Uncleared cheques and payments after 31/10/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
06/11/2023	Expense		Oxenford State School	-3,000.00
07/11/2023	Expense		Oxenford State School	-2,000.00
Total				-5,000.00

Uncleared deposits and other credits after 31/10/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
03/11/2023	Deposit		Oxenford SS Projects Tracking:C...	3,289.06
06/11/2023	Transfer			899.00
Total				4,188.06

RECONCILIATION REPORT

Reconciled on: 04/10/2023

Reconciled by: Treasurer Oxford State School

Any changes made to transactions after this date aren't included in this report.

Summary		AUD
Statement beginning balance.....		318.00
Cheques and payments cleared (1).....		-40.00
Deposits and other credits cleared (0).....		0.00
Statement ending balance.....		<u>278.00</u>
Register balance as of 19/09/2023.....		278.00

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
06/09/2023	Expense	2250113228602	QuickBooks	-40.00
Total				-40.00

RECONCILIATION REPORT

Reconciled on: 20/10/2023

Reconciled by: Treasurer Oxford State School

Any changes made to transactions after this date aren't included in this report.

Summary

AUD

Statement beginning balance.....	278.00
Cheques and payments cleared (1).....	-13.75
Deposits and other credits cleared (1).....	3.50
Statement ending balance.....	<u>267.75</u>
Register balance as of 19/10/2023.....	267.75

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
06/10/2023	Expense	2250113476936	QuickBooks	-13.75
Total				-13.75

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
04/10/2023	Deposit		QuickBooks	3.50
Total				3.50

RECONCILIATION REPORT

Reconciled on: 21/11/2023

Reconciled by: Treasurer Oxford State School

Any changes made to transactions after this date aren't included in this report.

Summary	AUD
Statement beginning balance.....	267.75
Cheques and payments cleared (1).....	-13.75
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>254.00</u>
Register balance as of 19/11/2023.....	254.00

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
07/11/2023	Expense	2250113709119	QuickBooks	-13.75
Total				-13.75

Oxford State School P&C Association

Profit and Loss

1 January - 26 November, 2023

	TOTAL
Income	
Donations/ Contributions Received	9,069.94
Sales - Fundraising.	35,303.86
Sales - Uniforms	36,257.46
Services	4,934.59
Total Income	A\$85,565.85
Cost of Sales	
Cost of sales	2,439.50
Cost of sales - Fundraising.	13,963.89
Cost of sales - Uniforms	25,746.48
discount received	-228.47
Freight & Delivery - COS	38.50
Inventory Shrinkage	270.31
Total Cost of Sales	A\$42,230.21
GROSS PROFIT	A\$43,335.64
Other Income	
Interest income	724.64
Other Income	200.00
Total Other Income	A\$924.64
Expenses	
Accounting and bookkeeping	825.00
Bank charges and fees	341.19
Bank Merchant Fees	255.78
Gifts and donations	6,606.46
Insurance	2,358.59
Purchases	204.84
School Events	1,324.71
School Projects	35,711.58
Shipping, Freight, and Delivery Postage & Handling	11.00
Uncategorised Expense	1,247.85
Total Expenses	A\$48,887.00
Other Expenses	
Computer Software Expenses	384.00
Other Expense	260.00
Total Other Expenses	A\$644.00
NET EARNINGS	A\$ -5,270.72

Oxford State School P&C Association

Balance Sheet

As of November 26, 2023

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	203.00
Total Accounts receivable	A\$203.00
Cash at Bank - BOQ School Building Fund	31,246.09
KEY CARD	1,000.00
Mastercard Prepaid	254.00
OSS P & C (3445)	38,869.84
Prepaid Visa Card	2.55
Inventory Asset	35,017.85
Plant & Equipment	0.00
Undeposited funds	36.00
Total Current Assets	A\$106,629.33
Total Assets	A\$106,629.33
Liabilities and shareholder's equity	
Current liabilities:	
Accounts payable	
Accounts Payable (A/P)	550.00
Total Accounts payable	A\$550.00
GST Liabilities Payable	0.00
Total current liabilities	A\$550.00
Shareholders' equity:	
Net Income	-5,270.72
Opening balance equity	50,889.58
Retained Earnings	60,460.47
Total shareholders' equity	A\$106,079.33
Total liabilities and equity	A\$106,629.33

**Oxford State School - P and C Association
Book Club Report**

Date of meeting	27 November 2023
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1. Summary of matters arising from previous meeting

The **Buy One Get One Free Book Fair** was held in conjunction with Chappy Juno's Grandparent's Day event. The total of books sold was \$2,366.35.

This was a great success with many Grandparents taking advantage of receiving a free book with each purchase.

There were lots of happy children and grandparents enjoying choosing and reading great books together.

A big Thank You to the wonderful volunteers who helped make this event so special.

The final Book Club catalogue for the year (Issue 8) has been finalised and books will be going to students this week. Thank you to the parents who have supported the Book Club during the year and we hope to keep inspiring a love of reading next year as well.

2. Correspondence In/Out

Emails from Scholastic regarding Issues 7 & 8 and Book Fair

3. Financial Statements:

As mentioned, the BOGOF saw \$2,366.35 worth of books sold.

Our rewards total is currently \$2,547.76 which will be used to buy resources for the school.

4. Matters for approval by P&C

Nil.

Signed:



Name: Sue Clarke

Date: 26 November 2023

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

Date of meeting	27 November 2023
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1. Summary of matters arising from previous meeting

2. Correspondence In/Out

Emails regarding delivery of stock and invoices.

3. Financial Statements

Stock Sold	\$5,953.52
Stock on hand	\$35,513.21
Stock on Order	Nil

4. Matters for approval by P&C

- a. We need to set the opening hours for the week before school starts next year. I propose that we open the same hours as this year, including being open for book drop off on the Thursday afternoon. Proposed hours are:

Proposed 2024 before school year opening times:

Monday 15th January 2024	2.00pm – 4.00pm
Tuesday 16th January 2024	9.00am – 12.00pm
Wednesday 17th January 2024	9.00am – 12.00pm
Thursday 18th January 2024	2.00pm – 4.00pm
Friday 19th January 2024	2.00pm – 4.00pm

We also ask that we be allowed to use the Instrumental Room again as this works so well with the extra space and, of course, the air conditioning.

Motion: That the above hours be set for before school opening next year.

- b. We need to order shorts and skirts. However sizes 6 and 8 are out of stock at LW Reid until 15 December so we wont get those until next year.

See below table for stock on hand and amounts proposed for order:

Shorts and Skorts					
AS at 26-11-23	On Hand	To order	Price (incl GST)	Cost	Total After order
Shorts - Size 04	14	5	\$12.450	\$62.25	19
Shorts - Size 06	5	15	\$12.450	\$186.75	20
Shorts - Size 08	10	10	\$12.450	\$124.50	20
Shorts - Size 10	8	10	\$12.450	\$124.50	18
Shorts - Size 12	13	5	\$12.450	\$62.25	18
Total Shorts		45		\$560.25	
Skorts - Size 04	9	10	\$19.150	\$191.50	19
Skorts - Size 06	13	5	\$19.150	\$95.75	18
Skorts - Size 08	16	5	\$19.150	\$95.75	21
Skorts - Size 10	14	5	\$19.150	\$95.75	19
Skorts - Size 12	13	5	\$19.150	\$95.75	18
Total Skorts		30		\$574.50	
Total all Shorts and Skorts		75		\$1,134.75	

Also, prices have increased and skorts now cost us \$19.15 each and we charge \$20. Shorts are \$12.45 each and we charge \$16.

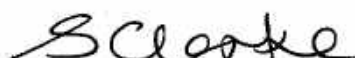
Also, we pay 1.1% on EFT transactions and 4% on Munch Monitor transactions.

I think that we need to consider increasing the price of at least the skorts. See table below for costs after fees added:

Costs 26-11-23				
	LW Reid	With EFTPOS (1.1%)	With MM (4%)	Our current sell price
Shorts	\$12.45	\$12.59	\$12.95	\$16.00
Skorts	\$19.15	\$19.36	\$19.92	\$20.00

Motion: That we increase prices as decided by the P&C.

Signed:



Name: Sue Clarke

Date: 26 November 2023

Oxenford State School

Principal's Monthly Report

November 2023 P&C Association General Meeting

STEM Achievements

Premier's Coding Challenge
Gold Coast STEM Challenge

Grandparents & Fathers & Children Sleep Over

Thank you to Chappy Juno for coordinating these events. They both were excellent events that engaged the school community.

Colour Fun Run

Superb, Awesome, Great Fun. Thoroughly enjoyed by the whole school. Thank you.

2023 School Opinion Survey

Responses discussed- Student and Parents.

2024 Predicted Enrolments

Current enrolment predictions is 534 students
23 classes will be formed – 2 multi age classes
Parents will be informed of their child's 2024 class allocation on Tuesday December 5
December. Students will meet their new teacher on this day as well.

Day 8 staffing is due on Thursday February 1.

I am still working on working on staffing at this stage. Kim Maroske has been required to transfer to Pimpama State Primary College. Kristy Walland has been transferred to us from Worongary SS. I will communicate this to parents as any updates as they occur.

Investing for Success

No annual agreement required now. Use of funds to be clearly stated in the AIP.
Approximately \$174000.

Planned expenditure

Additional Staffing	Extra Cass teacher
	Speech Language Pathologist
	Head of Department-Curriculum
	Teacher Aide time
Support for Chaplaincy Program	
Coral House- Early Intervention Program	

Infrastructure Projects

Main toilet block will be refurbished starting December 7. It is aimed to be finished by the end of term 1. This will be a major disruption to our Prep to Year 3 students. We will work on a toileting plan which use the other toilets throughout the school. This inconvenience will be a huge benefit in the end.

Federal Government Infrastructure funding, minimum of \$250000.

Facilities Upgrade

Hall has a new projector installed as well as the panels upgraded. Need to look at a back curtain and audio upgrade.

2024 Student Leaders

School Leaders being announced this Friday to the candidates and on the Academic Assembly next Monday. appointed next week. Thank you to William Owen Jones for being part of the School Captain selection panel.

Out of Hours School Care

Sarah Pine to speak to the P&C about fees and changes to fee structure.

School Events

Volunteer's Morning Tea – Tuesday November 28

Carols on the Hill – Thursday November 30. Student Council to do the BBQ.

Academic & Encouragement Awards – Monday December 4. Two different Assemblies. All parents will be invited. We will ask that parents leave after the Prep-Year 2 awards before starting the Year 3-6 assembly.

Semester 2 Academic Report Cards sent home – Monday December 4.

Year 6 Graduation-. Tuesday December 4. 2 family members per child.

Term 4 Rewards Day – Wednesday December 6-Upper Coomera Pool for Platinum level and other activities at school. Wet day.

Movie World – Thursday December 7

Year 6 Social – Thursday December 7

2024 School Office Open on Monday January 15 from 8.00am.

A huge thank you to the P&C executives and members for the continued support of the school throughout the school year. A special thanks to the P&C executive of Mel, Ange, Katherine and Christine for their time and commitment to help make OSS a great school. Words can not describe the gratitude I have for this continued support. Thanks also to Chester Hiki for his work on writing and submitting grant applications. Thank you to Sue Clarke for the work she does in the uniform shop, book club and book fair. This is greatly appreciated. Thank you also to Mark Boothman and William Owen-Jones for their continued support of our great school.

Have a great festive season and I look forward to working with the P&C in 2024.



Patric A Brady
Principal