



Oxenford State School – Parents & Citizens Association General Meeting Minutes

Date	Monday 4 September 2023
Attendance	Melanie Pearson, Angela Geddes, Patric Brady, Christine New, Katherine Boocock, Kathryn Lauritsen-Damm, Sue Clarke, Naomi Fowler, Chauntel McIntyre, Mark Boothman, Julia Mpoumpis, Chris Boff, William Owen-Jones
Apologies	Sharmain Brauer, Chester Hiki, Sarah Reed, Juno Fidock, Natalie Baker
Meeting Chair	Melanie Pearson
Minutes By	Katherine Boocock
Meeting opened	5:37pm

P&C President welcomed members to the meeting.

1. Minutes of previous meeting

Distribution and confirmation of previous minutes of meeting dated 24th July 2023.

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

Moved:	Mark Boothman	Seconded:	Sue Clarke	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
Email from Scholastic regarding 2023 Book Club
Email with Online Parent Talk – Term 3
Emails from Woolworth regarding purchases
Emails regarding purchases for Fathers Day stall
Emails regarding School Disco equipment hire & planning

4. Business Arising for Correspondence

None

5. President's Report

P&C Executive Decisions since last meeting.

- Approval to pay \$200 deposit to hire lights for the school disco

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

Moved:	Sue Clarke	Seconded:	Kathryn Lauritsen-Damm	Carried:	Yes
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The P&C President provided a verbal update:

- Thanking Sue Clarke, Chauntel McIntyre and all the volunteers for the coordination of the Book Fair, the decorations looked amazing, and the day was a huge success
- Thanking P&C Vice President Angela Geddes and all the volunteers for the Fathers Day stall, which was another huge success and well received by the students
- On behalf of the P&C Executive team, acknowledged the tremendous effort for this years school musical, Shrek Junior, by the school, P&C and all the volunteers, who gave up many hours to ensure the students put on a truly amazing show, which brought the school community together.

Decisions required:

- None

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

Moved:	William Owen-Jones	Seconded:	Naomi Fowler	Carried:	n/a
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6. Treasurer Report

Financial Statements

Commonwealth Bank	\$47,747.22
BOQ (School Project Fund)	\$18,366.06
Prepaid Card	\$318.00

Payments made July 23-Sept 03;

Purpose	Company	Amount	Notes
Quickbooks Monthly Payment	Quickbooks	\$80.00	2 months (\$40/mth)
Milo Mornings, School Events Cups etc.	Woolworths	\$170.80	
Father's Day Stock	Shein	\$810.59	
Father's Day Stock	Moon & Back	\$1,467.50	
Father's Day Stock	Crown Concepts	\$847.35	
Bank Fees	Commonwealth Bank	\$41.37	
School Events (Cups)	Melanie Pearson	\$78.58	
Total		\$3,496.19	

Income received July 23-Sept 03

Purpose	Amount
Uniform Shop Sales	\$2,199.88
Fundraising (Fathers Day Stall & Raffle, Senior Sport Carnival BBQ, Milo mornings, PJ Day)	\$5,501.25
Interest	\$82.35
Total	\$7,783.48

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:	William Owen-Jones	Seconded:	Naomi Fowler	Carried:	Yes
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7. Subcommittee Reports

7.1 Book Club/Fair

Issue 5 closed with good sales

Patric thanked all volunteers for their contribution to Book Fair with special thanks to Sue Clarke and Chauntel McIntyre

Grandparent Day 30 October Buy 1 book Get 1 free

Refer to Book Club Report attached

Motion: *The P&C Book Club / Fair coordinate nomination approved*

Moved:	Chris Boff	Seconded:	Mark Boothman	Carried:	Yes
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7.2 Uniform Shop

Financial Statements

Stock Sold	\$2,256.00
Stock on hand	\$30,883.84
Stock on Order	Polos - \$6,682.51 Hats - \$1,783.13

Refer to Uniform Shop Report attached.

Decisions required:

- None

Motion: *The Uniform Shop report is true and correct & decision for additional purchases*

Moved:	William Owen-Jones	Seconded:	Naomi Fowler	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

7.4 Grants – Chester Hiki

- As of 31st August 2023, still awaiting the results of Round 116, State Govt community Benefit Funding Program, regards to our funding application
- Submitted a funding application to Club Helensvale in July. Have emailed the provider last week, seeking a result.
- Currently the Division 2 Discretionary Grants (Gold Coast Council) have opened should P&C have any projects in mind
- Working with Patrick regards to Go for Gold (State Govt Education Dept) grant round closing mid-Sept

7.5 Infrastructure

No update provided

8. Principal’s Report: Patric Brady

- Shrek Jnr, The Musical: The principal thanked the P&C for providing funding and time and effort to make the musical a great success. Also thanked the Oxenford State School staff for their significant contributions.

See attached full report from the Principal

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

Moved:	Sue Clarke	Seconded:	Chris Boff	Carried:	Yes
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9. Motions on Notice

None

10. General Business

Yes vote sausage sizzle Saturday 16 September on school grounds to be held depending on availability of volunteers


Julia Mpoumpis thanked the P&C for their help and generous donation to the Performing Arts at Oxenford State School.

Decision Approved: Purchase additional 10 aprons for volunteers

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

Naomi Fowler and Leah Goddard

Meeting Closed:	6:43pm
Next Meeting	27 November 2023 at 3:15pm

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



Treasurer Report

Date of meeting	3 rd September 2023
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1. Treasurer Report:

1. Donation received from Mark Boothman, passed to the school for Under 8s Day.
2. Money from 2022 fundraising for School Hall Audio project transferred to the school
3. We still have 1x 2022 projects that we are holding money for;
 - PaveArt Project (\$3,000)

1. Summary of matters arising from previous meeting

- **Debit Card Account - OUTSTANDING**
 - Waiting for finalised minutes from previous meeting to progress this further.

2. Financial Statements

Commonwealth Bank	\$47,747.22
BOQ (School Project Fund)	\$18,366.06
Prepaid Card	\$318.00

3. Payments made July 23-Sept 03;

Purpose	Company	Amount	Notes
Quickbooks Monthly Payment	Quickbooks	\$80.00	2 months (\$40/mth)
Milo Mornings, School Events Cups etc.	Woolworths	\$170.80	
Father's Day Stock	Shein	\$810.59	
Father's Day Stock	Moon & Back	\$1,467.50	
Father's Day Stock	Crown Concepts	\$847.35	
Bank Fees	Commonwealth Bank	\$41.37	
School Events (Cups)	Melanie Pearson	\$78.58	
Total		\$3,496.19	

4. Income received July 23-Sept 03

Purpose	Amount
Uniform Shop Sales	\$2,199.88
Fundraising (Fathers Day Stall & Raffle, Senior Sport Carnival BBQ, Milo mornings, PJ Day)	\$5,501.25
Interest	\$82.35
Total	\$7,783.48

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
6. Bank Statements-Commonwealth Bank
7. Bank Statements-BOQ
8. Statement – Prepaid Mastercard

Signed:

Name:

Date:

P&C President sign:

Date:

Oxenford State School P&C Association

OSS P & C (3445), Period Ending 31/07/2023

RECONCILIATION REPORT

Reconciled on: 11/08/2023

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	41,476.76
Cheques and payments cleared (7)	-3,440.06
Deposits and other credits cleared (16)	2,630.56
Statement ending balance	<u>40,667.26</u>
Register balance as of 31/07/2023	40,667.26
Cleared transactions after 31/07/2023	0.00
Uncleared transactions after 31/07/2023	23.48
Register balance as of 11/08/2023	<u>40,690.74</u>

Details

Cheques and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
02/07/2023	Expense		Commonwealth Bank	-36.15
04/07/2023	Bill Payment		Woolworths Ltd	-182.95
17/07/2023	Expense			-1.76
25/07/2023	Transfer			-436.65
25/07/2023	Transfer			-467.70
25/07/2023	Bill Payment		Crown Concepts Australia Pt...	-847.35
25/07/2023	Bill Payment		Moon and Back Australia	-1,467.50
Total				-3,440.06

Deposits and other credits cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/07/2023	Deposit			71.49
11/07/2023	Deposit		Oxenford SS Projects Tracki...	6.00
11/07/2023	Deposit			303.00
13/07/2023	Deposit		Nevaeh Carson	20.00
14/07/2023	Receive Payment		Jamin Anderson	22.00
14/07/2023	Deposit		Kaylee Ragatz	20.00
14/07/2023	Deposit		Oxenford SS Projects Tracki...	207.50
18/07/2023	Deposit		Jaedon Herse	173.00
19/07/2023	Deposit		Eva Roberts	20.00
19/07/2023	Deposit			600.00
21/07/2023	Deposit		Oxenford SS Projects Tracki...	464.20
21/07/2023	Deposit		Oxenford SS Projects Tracki...	436.65
25/07/2023	Deposit		Chloe McSorley	40.00
26/07/2023	Deposit			174.72
26/07/2023	Deposit		Leiana Paga	20.00
28/07/2023	Deposit		Charlotte Amy Weldon	52.00
Total				2,630.56

Additional Information

Uncleared cheques and payments after 31/07/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/08/2023	Bill Payment		Woolworths Ltd	-170.80
02/08/2023	Expense		Commonwealth Bank	-39.17
06/08/2023	Expense	F308064685092	Melanie Pearson	-78.58
08/08/2023	Transfer			-902.47
Total				-1,191.02

Uncleared deposits and other credits after 31/07/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/08/2023	Deposit			77.91
01/08/2023	Deposit			84.00
02/08/2023	Deposit			456.00
04/08/2023	Deposit			116.00
07/08/2023	Deposit		Oxford SS Projects Tracki...	10.00
07/08/2023	Deposit		Eva Hatcher	64.00
07/08/2023	Deposit		Oxford SS Projects Tracki...	223.75
08/08/2023	Deposit		Ariah Cook	35.00
10/08/2023	Deposit			147.84
Total				1,214.50

Oxenford State School P&C Association

OSS P & C (3445), Period Ending 31/08/2023

RECONCILIATION REPORT

Reconciled on: 02/09/2023

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	40,667.26
Cheques and payments cleared (6)	-2,003.81
Deposits and other credits cleared (27)	9,083.77
Statement ending balance	<u>47,747.22</u>
Register balance as of 31/08/2023	47,747.22

Details

Cheques and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/08/2023	Bill Payment		Woolworths Ltd	-170.80
02/08/2023	Expense		Commonwealth Bank	-39.17
06/08/2023	Expense	F308064685092	Melanie Pearson	-78.58
08/08/2023	Transfer			-902.47
15/08/2023	Expense			-2.20
18/08/2023	Expense	Shein	Angela Geddes	-810.59
Total				-2,003.81

Deposits and other credits cleared (27)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/08/2023	Deposit			84.00
01/08/2023	Deposit			77.91
02/08/2023	Deposit			456.00
04/08/2023	Deposit			116.00
07/08/2023	Deposit		Oxenford SS Projects Tracki...	10.00
07/08/2023	Deposit		Oxenford SS Projects Tracki...	223.75
07/08/2023	Deposit		Eva Hatcher	64.00
08/08/2023	Deposit		Ariah Cook	35.00
10/08/2023	Deposit			147.84
11/08/2023	Deposit		Mason Phillips	20.00
11/08/2023	Deposit			131.00
16/08/2023	Deposit			250.56
18/08/2023	Deposit			62.00
21/08/2023	Deposit		Leo Geddes	48.00
22/08/2023	Deposit		Willow Vincenzi	128.00
23/08/2023	Deposit			317.76
24/08/2023	Deposit		Oxenford SS Projects Tracki...	973.00
25/08/2023	Deposit		Willow Vincenzi	42.00
28/08/2023	Deposit			32.00
28/08/2023	Deposit		Oxenford SS Projects Tracki...	240.00
28/08/2023	Deposit		Oxenford SS Projects Tracki...	1,226.50
29/08/2023	Deposit		Natalie Black	129.00
30/08/2023	Deposit			52.80
30/08/2023	Deposit			480.50
31/08/2023	Deposit		Oxenford SS Projects Tracki...	351.00
31/08/2023	Deposit		Oxenford SS Projects Tracki...	1,130.00
31/08/2023	Deposit		Oxenford SS Projects Tracki...	2,255.15
Total				9,083.77

Oxford State School - P and C Association

Book Club Report

Date of meeting	4 September 2023
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1. Summary of matters arising from previous meeting

The Book Club committee is delighted to provide a report on the recent events, the Book Club and Book Fair, which have concluded successfully.

Book Club: Issue 6

Issue 6 of the Book Club has been successfully finalised. The books are expected to arrive this week, and we are excited to provide students and parents with an enriching selection of reading materials. This initiative aims to foster a love for reading and learning within our school community.

Book Fair: A Remarkable Success

The Book Fair, held recently, was an outstanding success. Although the final financial figures are yet to be confirmed by Scholastic, we are pleased to announce that we significantly surpassed our sales target, generating sales totalling over \$7,000. This achievement would not have been possible without the dedicated efforts of our volunteers and the overwhelming support of our school community. The books on back order are also expected to arrive this week.

Acknowledgement of Volunteers

We would like to extend our heartfelt gratitude to the remarkable volunteers who dedicated their time and energy to make the Book Fair a success. Their commitment and enthusiasm were instrumental in creating an engaging and welcoming atmosphere for students and parents alike.

We want to express our thanks to the following volunteers who went above and beyond to ensure the success of the Book Fair:

1. Dot
2. Naomi
3. Holly
4. Heather
5. Kimbra
6. Christy
7. Natalie
8. Simone
9. Tennille
10. Lauren
11. Rachel
12. Jade
13. Jill
14. Zoe



Your dedication and hard work are sincerely appreciated, and your contributions made a significant difference in the success of the Book Fair.

Special Acknowledgements

We would like to extend a special thanks to Natalie for her invaluable advice throughout the planning and execution of the Book Fair. Her guidance and expertise were instrumental in ensuring the event's success.

We would also like to extend our heartfelt thanks to Tanya for her invaluable assistance in setting up the Book Fair.

We would like to extend our sincere gratitude to the teachers and teacher aides who provided invaluable support by supervising the children and assisting during busy break times at the Book Fair. Your dedication to ensuring a safe and enjoyable experience for the students, as well as your willingness to lend a hand during the event, greatly contributed to its success.

As we await the final financial figures from Scholastic, we look forward to continuing our mission of promoting literacy, fostering a love for reading, and supporting our school's educational initiatives through events like the Book Club and Book Fair.

Thank you to everyone involved for your continued support and commitment to our school's educational endeavours.

Sue Clarke and
Chauntel McIntyre

Signed: 

Date: 3 September 2023

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

Date of meeting	4 September 2023
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1. Summary of matters arising from previous meeting

Orders for Polos, Hats and Sports shirts placed. Sports shirts have arrived. Polos and hats due end November.

2. Correspondence In/Out


3. Financial Statements

Stock Sold	\$2,256.00
Stock on hand	\$30,883.84
Stock on Order	Polos - \$6,682.51 Hats - \$1,783.13

4. Matters for approval by P&C

Nil

Signed:



Name: Sue Clarke

Date: 3 September 2023

Oxenford State School
Principal's Monthly Report
September 2023 P&C Association General Meeting

Discussion Points

Musical

School Supervisor Visit – Tracey Cook

Book Week Parade/Fair

Playground Upgrade grant

Father's Day Breakfast

Main toilet block upgrade. Will go out to tender soon. To commence in midterm 1, 2024 (TBC).

2 teams in the Queensland Primary Schools Netball Origin Cup. The tournament will be held at Mudgeeraba on the first weekend of the holidays, September 16 & 17.

Go for Gold Round 2- Update.

2024 Student Leadership positions

Rewards Day

Free Dress Day

Infrastructure Projects – new sink area in block 5. Replacement of downpipes on buildings

Staffing:

Change in Head of Inclusive Practices

Chris Boff

We are also saying good bye to

Mrs Sandra Wilson – retiring

Transfers will be released later this week or next week.

Requested & Required.

Dates & Events ahead.

Term 4 commences on Tuesday October 3

Carols on the Hill

Swimming Carnival

Awards Assembly – last Monday

Report Cards sent home

Meet the Teacher

Year 6 Graduation – last Tuesday

Year 6 Social – last Thursday

Last Day of the year.



Patric A Brady
Principal