

MINUTES FOR THE GENERAL MEETING OF PARENTS AND CITIZENS ASSOCIATION OF BULIMBA STATE SCHOOL TUESDAY 18th JUNE 6:00PM

ITEM 1 Introduction, Apologies and Welcome

The President opened the meeting at 6.02PM

Present: Bonny-Lee Adamczyk, Jasmine Reynolds, Taria-Jane Somers, Sue Filips, Sally Roebuck, Shona Matigiall, Ross Jackson, Sophia Hosseini, Victoria Mullins, Nicole King, Sarah Grantley

Non- Members: Di Farmer, Claire Conwell, Stephanie Savic.

Apologies: Sacha Guse, Kristy Hammond, Kristina Walker, Janelle Lynch, Sue Filips, Monique Turnbull, Michelle Neville

ITEM 2 Confirmation of the Minutes of the Previous General Meeting

The Minutes of the previous meeting were circulated prior to the meeting

Motion to accept the minutes of the previous meeting as true and accurate

Proposed: Sally Roebuck Seconded: Bonny-Lee Adamczyk

MOTION WAS CARRIED

ITEM 3 Business Arising from the minutes of the previous General Meeting

None

ITEM 4 Correspondence Report

Trivia night organistation

Pay adjustments and backpay

Payment to the SU Australia Ministries Limited from the Chaplaincy High Tea.

Office of The Hon. Di Farmer inviting P&C to the Principal and Parent Group event and asking to attend a P&C meeting

Ripple- Swim School to use pool.

Motion to accept the Correspondence Report as true and accurate

Proposed: Sally Roebuck **Seconded:** Sarah Grantley

MOTION WAS CARRIED

ITEM 5 Business Arising from the Correspondence

None

ITEM 6 Table Executive Committee's Decisions

ITEM 7 President Report

Welcome to some new faces and to Di Farmer

ITEM 8 HON. DI FAMER

Di has been attending the Bulimba P&C meetings for 4 years now and tries to attend one every year. Her office and email are always open for any questions and help. She is happy to help the School, P&C and the Darts with items and not limited to marquees, Eskys, sponsorship, raffle prizes, and to help to look and apply for Grants. Di loves to work closely with the school and it is so important to her to know the children at Bulimba know that they are so important.

She has some parent forums coming up about Mental Health in our Youth and the role that social media plays. She will be organizing a Volunteer training on how to get more people to help at events.

ITEM 9 <u>Treasurer's Report and Financial Statement, and any business arising from the Treasurer's report and financial statement</u>

Below

Motion to approve the Treasurer's Report

Proposed: Victoria Mullins Seconded: Sally Roebuck

MOTION WAS CARRIED

BULIMBA STATE SCHOOL P&C ASSOCIATION

www.bulimbasspc.org.au

TREASURERS REPORT May2024 **Executive Summary**

- May resulted in an operating profit of \$24,148 (budgeted operating profit of \$12,833). The P&C made their first budgeted contribution to the school of \$25,000 resulting in a net loss of -\$852.
- · The P&C budget is based on Oshc, Smartbites and Swim Club operating units producing an operating profit overall of \$29,638. This does not include any fundraising income/expenditure or contributions to the school.
- The P&C policy has been to hold 3 months working capital for the payment of wages/super/PAYG (currently \$90,000/month) on top of payroll liabilities being annual/long service leave and other accrued expenses. The Executive position is to increase this to closer to 6 months and currently hold over 4 months working capital.
- The Executive invested surplus funds of \$150,000 using the Australian Money Market portal on 1st May 2024 into Judo Bank @ 5.1% maturing 4/11/2024.

Balance Sheet

\$383,188.73 \$13,900.00 \$29,500.00 \$4,617.60 \$9,864.34 \$6,084.00 \$2,886.67		
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\$6,084.00		
\$2,886.67		
	\$450,041.34	
\$9,685.13		
	\$9,685.13	
		\$459,726.47
\$10,829.95		
\$4.00		
-\$1,619.04		
\$27,800.00		
	\$106,223.77	
		\$106,223.77
		\$353,502.70
	\$314,116.28	
	\$39,774.42	
	-\$388.00	
		\$353.502.70
		-\$1,619.04 \$69,206.86 \$27,800.00 \$106,223.77 \$314,116.28 \$39,774.42







BULIMBA STATE SCHOOL P&C ASSOCIATION

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 Oshc recorded a net profit of \$12,015 for May with Oshc income \$99,482 and Oshc expenses tracking to budget.

Oshc	May	YTD
Income		
Fees Received	\$48,955.02	\$247,732.01
Indusion Support	\$5,807.50	\$30,360.00
CCS - Child Care Subsidy	\$44,720.03	\$201,815.80
Total Income	\$89,482.55	\$479,907.81
Expense		
IT Consultancy	\$0.00	\$175.88
IT - Payroll System (Tanda)	5224.00	\$1,000.82
Repairs & Maintenance	90.00	9592.78
Office Supplies	\$127.25	9584.14
Telephone & Data	\$164.73	8823.17
First Aid	50.00	\$115.38
Professional Cleaning	\$0.00	\$363.64
Subscriptions	\$886.82	\$1,598.35
Insurance - P&C Qld	841.25	\$193.51
Bank Charges	\$17.70	\$17.70
Uniform Allowance	8102.00	\$545.90
Staff Uniforms	50.00	\$480.22
Staff Mandatory	\$77.27	\$576.80
Professional Development	\$0.00	\$3,456.98
Staff Advertising	\$285.00	\$285.00
Annual leave expense	\$4,889.97	\$20,630,11
Personal Leave Expense	\$1,137.96	\$5,248.10
Long Service Leave expense	\$2,713.00	\$11,335.00
Toll Expense	\$209.00	(\$205.00)
Broken Shift Allowance	\$1,534.00	56,619.79
Wages & Salaries - OSHC	500,124.82	\$293,987.99
Backpay for Award increase to	(\$11,161.85)	(\$12,000.00)
Employee Superannuation	\$7,405.97	\$38,119.14
Worker Cover Premium & Claims	\$453.46	\$2,267.26
Art & Craft General	50.00	\$103.70
XAP Monthly Subscription	\$226.36	\$1,131.80
Vac Care Excursion Costs	\$0.00	\$1,238.84
Vac Care Incursion Costs	598.18	\$7,849.62
Program Costs	\$52.60	\$1,981.16
OSHC Operational Equip	5707.79	\$2,848.00
Indusion Support Hems	\$0.00	\$188.20
	30.00	\$42.73
Books, Games, Toys, Sports Eq OSHC Community Engage	\$0.00	\$109.90
	82.650.00	\$13,250.00
School Facility Hire Licence Requirement Costs	\$2,050.00	\$85.81
Total Expense	\$79,067.27	3404,439.28
Other Expense		
Contribution to SB	38,400.00	\$34,010.00
Total Other Expense	\$8,400.00	\$34,010.00
	912.015.28	841,458.53







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Smartbites did well in May with a net profit of \$6,510 and sales above budget.

Smartbites	May	YTD
Income		
Register Sales	\$2,270.53	\$5,387.11
QKR Online	\$21,595.60	\$68,006.90
Total Income	\$23,866.13	\$73,374.01
Cost Of Sales		
Food & Groceries	\$10,137.85	\$38,810.71
Paper Goods	\$1,009.11	\$1,704.87
Inventory adjustment	\$0.00	(\$583.80)
Total Cost Of Sales	\$11,146.96	\$39,931.78
Expense		
Office Supplies	\$83.67	\$245.20
Uniform Allowance	\$16.50	\$53.49
Staff Mandatory	\$0.00	\$120.00
Annual leave expense	\$406.00	\$1,793.60
Personal Leave Expense	\$209.40	\$1,001.40
Long Service Leave expense	\$34.00	\$214.00
Wages & Salaries - Smartbites	\$13,623.89	\$46,385.26
Backpay for Award increase to	(\$1,191.94)	(\$1,500.00)
Employee Superannuation	\$1,374.26	\$5,281.26
Worker Cover Premium & Claims	\$53.35	\$266.75
Kitchen resources < \$500	\$0.00	\$351.33
Total Expense	\$14,609.13	\$54,212.29
Other Income		
Contribution from OSHC	\$8,400.00	\$34,010.00
Total Other Income	\$8,400.00	\$34,010.00
Net Profit/(Loss)	\$6,510.04	\$13,239.94

Events, Grants & Fundraising

- . Events Schedule the P&C event schedule was confirmed at the February meeting with an even split of residual general expenses to be spread over major events being Swimathon / Colour Run & Trivia Night with the objective being to contribute remaining fundraising profits to the school.
- The Gambling Grant super round of up to \$100,000 was submitted towards towards convertible laptops, Stem tables, storage trolleys, flexible seating, lego and shadehouse.
- Brisbane Airport Community Giving Fund a submission towards a yarning circle was submitted up to \$5,000.
- Community Road Safety Grants we have successfully received this in prior years and will proceed with this in September for cycle sessions for grades 4 and 5 students.





BULIMBA STATE SCHOOL P&C ASSOCIATION

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- Identified a need for sports marquee replacement raised by a parents at the recent cross country carnival which we can apply for through Cancer Council grant in Q3.
- Trivia Night net profit is approximately \$15,000. Well done to all of those involved.
- Mothers day net profits were approx. \$3,000 a very good result given cost of living and lesser numbers of children at the school. Thanks to Taria Somers for her organisation!

Mothers Day	YTD
Mothers	
Income	
Mothers Day Sales	\$9,017.90
Total Income	\$9,017.90
Cost Of Sales	
Products	\$5,911.65
Total Cost Of Sales	\$5,911.65
Expense	
Charity Donations	\$52.00
Total Expense	\$52.00
Net Profit/(Loss)	\$3,054.25

Motions

Nil

Jasmine Reynolds Treasurer 18 June 2024



ITEM 10 <u>Business Unit reports and financial statements and any business arising from the business unit reports and financial statements</u>

Motion: to approve the proposed fee increase for OSHC fees, effective July 8, 2024.

Proposed: Sarah Grantley Seconded: Shona Matigiall

MOTION WAS CARRIED

Motion to accept the Business Unit Reports

Proposed: Bonny-Lee Adamczyk **Seconded:** Sarah Grantley

MOTION WAS CARRIED

Bulimba State School P&C



Services Manager's Report – June 2024

Where motions are required – see underlines and italics.

Financial Report - OSHC and Smart Bites

Please see results in Treasurer's report for Profit and Loss.

Attendances in May met than assumed averages with income meeting budget expectations. Expenses were, as always, tightly managed, and a healthy profit was reported for OSHC. YTD profit figures are up on budgeted expectations.

Smart Bites income was higher than budgeted expectations and therefore, so too were expenses. Smart Bites recorded a healthy profit in May, which exceeded budgeted expectations, and YTD profit is also up on budgeted expectations.

OSHC Report

OSHC Fee Comparison and Fee Change Proposal

The proposed OSHC fee increase is still under consideration from the P&C Executive Committee – an update will be presented verbally at the meeting. The below proposal was presented at the May meeting for consideration.

As part of our annual mid-year budget review process, and in support of consistently providing quality practices and programs for our OSHC community, we are proposing the following fee increase to come into effect July 1, 2024. Please note that the previous fee increase was September 1, 2023.

This increase considers a further increase in wages which is due to take effect in September, with the annual CPI increase to the award, as well as expected increases to the Child Care Subsidy income brackets and general CPI/inflation which is affecting profit margins. As can be seen in the attached fee comparison spreadsheet, the proposed fees remain lower than the average fee across nearly all session types for other

Attached is a fee comparison spreadsheet outlining the fees of other P&C run services on the south side of Brisbane, along with relative information for comparison understanding. The proposed increases will bring our fees in line with the average fees charged by other like for like services.

Current Fees						
Session Type	Standard Fee	Casual Fee				
Before School Care	\$22.00	\$25.50				
After School Care	\$28.00	\$31.50				
Vacation Care and Pupil Free Days	\$62.50	\$72.50				
Prop	Proposed Increased Fees (for 1 July start date)					
Session Type	Standard Fee	Casual Fee				
Before School Care	\$23.50	\$27.00				
After School Care	\$30.00	\$33.50				
Vacation Care and Pupil Free Days	\$65.00	\$75.00				

We are excited to continue to offer high quality additional programs at no additional cost to families, as well as continuing to offer a high-quality food service and ensure consistent staffing for quality care. We are always striving to improve the service for children and families to ensure we are meeting the ever-changing needs of our school community.

Motion: to approve the proposed fee increase for OSHC fees, effective July 8, 2024

Staffing Update

We are currently recruiting for a Qualified Educator and have held some interviews with prospective candidates this week. We are in the final stages of recruitment and hope to make an offer soon.

Educator Annual Appraisals

We have completed this year's annual educator appraisals and all educators have set goals for the year ahead. The depth of reflection from the educators this year was very insightful and they have developed robust goals, which have informed the progress of their professional development plans. I want to thank the educator team for their reflection and collaboration through this process.

June/July Vacation Care Program

Tarei has delivered another exciting vacation care program for the children to engage with in the upcoming holidays. As always, the program is developed in consultation with the whole team and different educators have planned, resourced and will facilitate the program on specific days. One example of this is Helen and Zander's collaboration for *Decks and Dungeons Day*. Zander will be extending on the already well established OSHC game of "Monster Cards" which he created with the children after seeing their eagerness for Pokemon cards. The game allows children to create their own Monster Card deck and ensures that trading can occur in a more relaxed way. Helen will be extending on the interest in Dungeons and Dragons that the senior children have been showing, by creating a quest for the children to participate in. Helen has developed an amazing and unique storyline and the children will create characters and enact the storyline based on their own interpretation of the plot. Lots of imagination, collaboration and problem solving is needed (along with heaps of fun) to finish the quest! Our very own student Dungeon Master will lead some of the fun on the day too!

There are many other exciting days planned and we are sure that the children will enjoy their time at OSHC over the holiday break.

Parents/Carers can book via the Xap app.



Term 2 Red Day Special

Ka Wai and the team will be delivering another red item special day for tuckshop in Term 2 – this term it's burgers! We already have a lot on order and hope that this red day is as busy as the last! Burger day will be held on Thursday 13th in Week 9. If anyone is free to come along and volunteer to help us pack orders, that would be great!

Trivia Dessert

Thanks to Ka Wai and Stacey who helped out with ordering and packaging the dessert options for the trivia night. It's great to see the collaboration of the team with the P&C fundraising events!! We hope the desserts were enjoyed by the trivia goers.

Single Lunch Time - Change to Packing Procedures

The whole team have been brainstorming how we can ensure that the transition to the single lunch time model is smooth and that the Friday tuckshop orders are delivered on time and fresh for the children. The following changes to procedures are being trialled in the coming weeks and we hope to iron out any issues before next term.

Change to Friday Procedure:

- Buckets will be ready for collection when the eating bell sounds at 11:10am from the tuckshop.
- 2 students from each class will need to collect their bucket (these students should be allocated by teachers before releasing children to play) and deliver it to the eating area for their grade.
- Inside the bucket will be brown/white paper bags with students' names and items ordered on the stickers, as well as a thermo bag inside the bucket with hot items and a list attached which will reflect the number of hot food items inside.
- It would be good if a member of staff could be allocated to oversee the collection of items from
 these buckets each Friday to ensure the correct food is given out. Children will look at their brown
 paper bag with their order sticker on it to determine if they have any hot items to collect from the
 thermo bag.
- Buckets and thermo bags will need to be returned at the end of the lunch break to the tuckshop.

We ask that the parents/carers be patient with us as we navigate this change. There are bound to be teething problems along the way and we will respond to these as we go.

Term 2 Volunteer Roster

Below is the Term 2 volunteer roster which has been circulated to the parent reps already. A big thanks to Janelle, as always, for her help with organising information dissemination to reps. As always, volunteers are most needed on Fridays between 9am and 11am but are welcomed at any time/day. You can sign up below, via the sign-up zone link.

Week	Class
Week 1	ЗНВ
Week 2	3L
Week 3	3WB

Week 4	35
Week 5	All year 3
Week 6	All prep
Week 7	Prep C
Week 8	Prep J
Week 9	Prep L
Week 10	Prep Y

https://signup.zone/smart-bites

Appendix

Appendix A - OSHC Fee Comparison Table 2024

ITEM 11 Other Working Groups

Swim Club- Hand over is in process and organising with the P&C for opening of

the pool

ITEM 12 Principal's Report

Motion to accept the Principal's report

Proposed: Sally Roebuck Seconded: Sarah Grantley MOTION WAS CARRIED

Principal's Report to P&C June 2024

1. Annual Implementation Plan

Our 2024 AIP (Annual Implementation Plan) continues to drive our work. Our shared priorities are: Empowering students to be actively engaged in learning and Improving student achievement in English.

At the end of each term the leadership team spend time reviewing our AIP and celebrating progress made to date. Some of the most significant gains we have made this term have been around:

- * Ensuring clarity of understanding of curriculum
- * Sharing effective pedagogical practices to deliver the curriculum
- Work around goal setting and students knowing with increasing sophistication what their next step is, why this
 is their next step and how the students can independently action their goal

Our work for Term 3 will focus on:

- * Strengthening our moderation processes
- * Continuing our work connected to engagement and the engagement continuum
- Continuing to role out or reading framework and synthetic phonics approach
- * High impact pedagogies with a focus on Explicit Instruction
- * Student and staff wellbeing

A significant piece of work we have done in Semester 1 of 2024, has been to reduce the saw tooth in our data. This is when students seem to achieve at a higher rate in the second half of the year, then drop in the middle of the year, then achieve at a higher level at the end of the year. We anticipate that the saw tooth we have experienced in the past will be minimised or non-existent this semester.

2. Facilities Upgrade

I am delighted to inform our community that work on the pool is now complete and the pool has water! This has been a long process and we extend our sincerest thanks to our community for their patience as we have overcome the challenges faced by this project. Thank you to the current P&C as well as all past P&Cs and community members who imagined a future vision for our school pool and worked so hard over so many years to save the money to fund this project. We can't wait to open our pool and enjoy this amazing facility with all of you.

Most of the work in A block is now complete also. Work waiting for completion includes work on the upper level and we are waiting advice on the start date of this project.

Our toilet beautification project hasn't been forgotten and we are waiting until the dust settles around our other projects, as well as any additional income that can be contributed by the P&C for this work to commence.

3. Parking and pedestrian access

Parents, families and community members are reminded about parking in the correct areas around the school and avoiding parking in stop, drop, go areas during pick up and drop off.

4. Parent Teacher Interviews and Report Cards

Report cards will be issued on Qparent on Wednesday 10th of July and emailed on Friday 12th July, the first week of Term 3. Parent teacher interviews will occur on Tuesday 23rd of July from 3:15-7:30 pm. Time slots will be 9 minutes in duration. This will allow parents to receive an update on their child's progress, hear about their learning strengths and challenges, hear how you can help at home and answer a couple of questions. Parents



will be able to book time slots in on the 8th of July from 7am. The following communication will be shared with parents through class newsletters and this information will also be shared via the school newsletter.

Dear Parents and Caregivers,

This Semester we are doing our parent teacher interviews differently. They will be conducted in the hall on Tuesday the 23rd of July. Bookings will be open from Monday 8th of July at 7am. Your interview time will be 9 minutes. During this time, we will be able to give you an overview of how your child is progressing, their effort and answer a couple of questions from you. As this is the first time we have conducted interviews in this manner, we will need to work together to ensure we remain on time to allow all families the opportunity to hear about their children's progress. We look forward to meeting with you.

Parent and carers are welcome to contact their child's teacher if they have any specific concerns or question at anytime throughout the year.

These changes are being communicated via the school newsletter.

5. Prep Transitions and Early Learning Networks

We have received an abundance of positive feedback with regard to our newly revised prep transition program. Parents and carers have thoroughly enjoyed connecting with our school earlier and have been invited to a variety of special events in the lead-up to beginning prep. We had nearly 100 pre-prep students attend our Under 8's day, which is a new record.

We encourage parents who have students who are pre-prep age to register for enrolment as soon as possible as places are filling fast for 2025.

6. Uniform Policy

Please see attached the amended uniform policy for approval by the P&C. Once approved, we will communicate the update with our uniform suppliers.

7. Whole school lunches

Our trial for whole school lunch breaks will begin at the beginning of term 3. This means that all children will be in classrooms learning, and then out playing at the same time across the school.

Operational considerations:

- · More areas will be open, more clubs will be offered
- More teachers on duty
- Students will play first, then eat at both breaks. This is a change from the earlier communication and is in
 consideration of our wonderful tuckshop being able to get all of those lunches out on time for the whole
 school.

Review:

A formal feedback review will occur in week 5 of next term and we will invite students, staff and the community to give us feedback. If the trial is not successful, we will revert back to split lunches, if it is successful, we will work towards making this a more permanent feature of our school.

8. Digital Innovation in Curriculum teaching and Learning

Over the past 6 months, the school council and the school have been doing some work around establishing a future vision for digital innovation at Bulimba State School. Digital innovation in curriculum teaching and learning is the second highest priority in the department of education's strategic plan: Equity and Excellence. There is a lot to consider when beginning to design what this could look like at Bulimba, and we wish to take our time in this space to be sure we get this right for our students, our staff and our community.

Budget Overview Report

Bullimba State School - (0017) Report Date: 07-Jun-2024 10:09 AM Budger Quester 2 Period: 2020(6) Cost Centre: % | Cost Centre Manager: % User: King, Nicole (001700122685)



	Year to Date				Annual			Original
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	Budget
Opening Balance	-701,398	-701,398	0	8	-701,398	0		-701,398
Revenue	-705,851	-663,196	42,655	Over Budget	-1,137,827	431,976	Under Budget	-1,045,709
Expense	606,403	838,043	231,640	Under Budget	1,591,780	985,377	Under Budget	1,499,944
Global Trading Activities	-19,031	0	19,031	In Surplus	0	19,631	In Surplus	a
Representative Sports	-12,349	0	12,349	In Surplus	0	12,349	In Surplus	0
Administered Clusters	0	0	. 0		0	0		0
Non-Curricula Activities	-13,364	0	13,364	In Surplus	0	13,364	in Surplus	
Balance of Operating Funds	-845,589	-526,551	319,039	9	-247,445	-598,145	8	-247,163
Provision	0	0	0		247,445	247,445		247,163
Balance of Funds Available	-845,589	-526,551	319,038	9	0	845,589		0
Monodigure: System Cost Centres (Not occurred in above totals)	0	4.	0		£.	0	7	0

Balance Sheet Summary Report

Bulimba State School - (0017) Period 202406 as at 07-Jun-2024 10:12 AM



Account Group	Account	Assount Description	CM
ASSETS			
	101201	General Bank Account	819,9
	101202	DGR Bank Account - Building Fund	21,7
	101204	DGR Bank Account - Library Fund	2,1

ASSETS			
	101201	General Bank Account	819,936.54
	101202	DGR Bank Account - Building Fund	21,750.12
	101204	DGR Bank Account - Library Fund	2,145.34
	104001	Receivables - Students	39,786.11
	104002	Receivables - Other	20,169.23
	109001	GST Input Credit Control	9.60
	109003	GST Clearing	4,380.10
	115015	Credit Card Balance Sheet Account Staff	9,840.71
	136001	Prepaid Expenses	1,000.00
	162001	Plant & Equipment	1,192,103.11
	172001	Plant & Equipment - Accum Depr	-1,191,604,02
			919,516.84
LIABILITIES			
	200001	Payables	+1,665.98
	200003	CBA/MCC Control Account (MCC)	-9,840.71
	205501	GST - Revenue Control	-2,148.10
	216801	Security Deposits	-600.00
			-14,254.79
		Net Assets/(Liabilities)	905,262.05
EQUITY			
	340001	Accumulated Surplus/Deficit	-701,217,67
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-204,044.38
			-905,262.05

Page 1/1 001700122985 King, Nicole BALSH.rerx 07/06/2024 Date Printed: 10:12:55 AM OneSchool

Items for discussion from the principal's report at the P&C meeting are:

- 1) Ratifying the student dress code (see attached)
- 2) 1:1 device trial in year 6 for 2025

ITEM 13 Motions on Notice

None

ITEM 14 General Business

None

ITEM 15 APPLICATIONS FOR MEMBERSHIP

Will send to non members at the meeting.

ITEM 16 Next Meeting

16th July 7:30AM Location TBA

Meeting Closed at 7:56pm