



Somerset Hills State School

P & C Association

PO Box 5641 Stafford Heights 4033
 Phone: 3624 2222 Fax: 3624 2200
 Email: shsspandc@hotmail.com

MINUTES – P&C Association General Meeting

Tuesday 21 November 2023

Meeting opened at	6:01pm
Attendance	Tammy Burton Ben Colquhoun Emily Smigrod Sandra Lyon Emma Blake Jayanne Sharratt Graham Manning Tom Black Peta Congreve Hayley Macaskill Abia Muir Clementina Butler Keticia Danish
Apologies	Cr Danita Parry Ellie Reidy
Chair	Lindy Phillips
1. Outstanding items and confirmation of minutes from previous meeting	
<p>MOTION: Confirm and accept the minutes of the previous General Meeting held on Tuesday 10 October 2023.</p> <p>PROPOSED: Peta Congreve</p> <p>SECONDED: Ben Colquhoun</p> <p>PASSED: YES</p>	
<p>1.1. Actions outstanding from previous minutes</p> <ul style="list-style-type: none"> The school have identified and engaged a suitable licensed contractor within budget to complete the works for our industrial fan installation in the hall. With funding support from the Gambling Community Benefit Fund received by the P&C Association. 	
2. CORRESPONDENCE	
<p>2.1 Correspondence In/Out (matters of note to the Association only)</p> <ul style="list-style-type: none"> Bunnings Stafford has donated gift cards to our Christmas raffles. NumberWorks'nWords Chermside has donated a voucher for term tuition to our Christmas raffles. 	



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3. EXECUTIVE DECISIONS

3.1 Executive committee's decisions (if any)

- P&Cs QLD HR Support Service subscription. Will be assessed on annual basis if still required.

4. P&C EXECUTIVE REPORTS

4.1 Treasurer's report

- Financials attached.
- Net Profit in October about \$2k.
- Strong month with October having highest sales for the year due to both breaks on Wednesday at tuckshop being re-introduced.
- YTD approx. \$7k profit.
- Will be looking at the full year of financials. Having a better idea of operating costs and required contingency funds will allow a more strategic approach to funding school projects.
- Will proceed with the annual audit through existing Auditor (Andrew McCormack CPA) for the AGM. Starting process early in the new year.

MOTION: Confirm and accept the Treasurer report be adopted as tabled.

PROPOSED: Ben Colquhoun

SECONDED: Sandra Lyon

PASSED: YES

4.2 Principals Report

- Report attached.
- The Principal presented and discussed with the Association the proposed school dress code & sun safe policies, both were agreed on by the Association (draft policies attached). With a suggestion to add somewhere in the sun safe policy a commitment to keep kids and staff hydrated and provide access to water at school events i.e. swim carnival.
- Looking at provisions for additional shade in the new year.
- Still looking for parent reps for 2024 class groups
- Principal attended a startup meeting today for Oval upgrades – to commence in first term 2024. Kane Constructions won the tender. Hold up with the light system arriving. No groundwork happening as part of the costing due to inflation i.e. oval will not be re-turfed. Will try to have the swim shed relocated to another site on school grounds, when they make way for the new clubhouse. The clubhouse is taking up most of the cost of the project. Will now be built all onsite and could take 6 months. Legal are working on a more formalised agreement with Grange Thistle Soccer Club given it's a longer term rental arrangement. Contractor would like to talk to P&C with input on the design of the kitchen/canteen powerpoints. Hope to use it for more sporting events.
- Funding requests from the school:
 - Reading Eggs and Athletics - \$50 per student for both
 - Positive Parenting subscription: \$495 per year links in with the wider program in the school.



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- Honour Boards update:
 - \$150 to update both the Citizenship & Lifetime Members Honour Boards.
 - Look at next year purchasing new boards for – School Captains (current board at capacity) and Dux Board (new board) \$1,200-\$1,800
- Awards Trophies: P&C agreed to fund at previous meeting. School confirmed cost \$538.62.

MOTION: Ratify the school's dress code & sun safe policies.

PROPOSED: Tom Black

SECONDED: Emily Smigrod

PASSED: YES

MOTION: Fund the 2024 Reading Eggs and Mathletics subscriptions - \$50 per student for both applications.

PROPOSED: Emily Smigrod

SECONDED: Lindy Phillips

PASSED: YES

MOTION: Fund the 2024 Positive Parenting schoolwide subscription: \$495 per year links in with the wider program being taught in the school.

PROPOSED: Emily Smigrod

SECONDED: Lindy Phillips

PASSED: YES

MOTION: Proceed with cost to update to the Citizenship & Lifetime Members Honour Boards at \$150 to update both.

PROPOSED: Emily Smigrod

SECONDED: Lindy Phillips

PASSED: YES

5. OTHER REPORTS

5.1 Swim Club report

- Report attached.

5.2 Chaplain report

- Moved into the new welfare hub.
- Continuing programs supporting the children with many topics including Social schools program.
- Another supply of foodbank hampers and coordinating breakfast club supplies.
- Supported family with furniture donations.
- Christmas hampers for families.
- Stationery aid packs.
- Can access affordable computers for students going to high school. Please advise if aware of anyone in need.



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- Kids club on Wednesday going really well with parents joining in also.

6. SUB-COMMITTEE REPORTS

6.1. Tuck Shop Coordinator report

- Report attached.

MOTION: Confirm and accept the Tuck Shop report be adopted as tabled.

PROPOSED: Peta Congreve

SECONDED: Clementina Butler

PASSED: YES

6.2. Uniform Shop report

- Report attached.
- No size 8 or 10 school shirts currently in stock.

MOTION: Confirm and accept the Uniform Shop report be adopted as tabled.

PROPOSED: Peta Congreve

SECONDED: Ben Colquhoun

PASSED: YES

7. OTHER BUSINESS

7.1. Fundraising & events

- Christmas Concert - Friday 1 Dec @ 5:30pm in the School Hall
 - Ask parents and community for donations towards raffle, baking and book sale.
 - Start proceedings with concert then food/snack service.
 - Raffle sales on the night
- Movie & Free Dress Day – Friday 8 Dec
 - Movie/Free Dress Day – Second Break
 - P&C providing pizza to all students for free at second break.
 - Will do a quick headcount that morning then place order.
- Propose the purchase of Lunch fridges, supported by School Principal. Standard size fridge x 5. Committee agreed to obtain quotes and review budget.

8. NEW MEMBERS

No new applications for membership received.

Meeting closed at

6:57pm

Next meeting

Tuesday 13 February



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TABLE OF MOTIONS

MOTIONS	REPORT ATTACHED
<p>MOTION: Confirm and accept the minutes of the previous General Meeting held on Tuesday 10 October 2023.</p> <p>PROPOSED: Peta Congreve</p> <p>SECONDED: Ben Colquhoun</p> <p>PASSED: YES</p>	N/A
<p>MOTION: Confirm and accept the Treasurer report be adopted as tabled.</p> <p>PROPOSED: Ben Colquhoun</p> <p>SECONDED: Sandra Lyon</p> <p>PASSED: YES</p>	YES
<p>MOTION: Ratify the school's dress code & sun safe policies.</p> <p>PROPOSED: Tom Black</p> <p>SECONDED: Emily Smigrod</p> <p>PASSED: YES</p>	YES
<p>MOTION: Fund the 2024 Reading Eggs and Mathletics subscriptions - \$50 per student for both applications.</p> <p>PROPOSED: Emily Smigrod</p> <p>SECONDED: Lindy Phillips</p> <p>PASSED: YES</p>	N/A
<p>MOTION: Fund the 2024 Positive Parenting schoolwide subscription: \$495 per year links in with the wider program being taught in the school.</p> <p>PROPOSED: Emily Smigrod</p> <p>SECONDED: Lindy Phillips</p> <p>PASSED: YES</p>	N/A
<p>MOTION: Proceed with cost to update to the Citizenship & Lifetime Members Honour Boards at \$150 to update both.</p> <p>PROPOSED: Emily Smigrod</p> <p>SECONDED: Lindy Phillips</p> <p>PASSED: YES</p>	N/A



Somerset Hills State School P & C Association

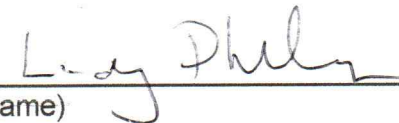
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<p>MOTION: Confirm and accept the Tuck Shop report be adopted as tabled. PROPOSED: Peta Congreve SECONDED: Clementina Butler PASSED: YES</p>	
<p>MOTION: Confirm and accept the Uniform Shop report be adopted as tabled. PROPOSED: Peta Congreve SECONDED: Ben Colquhoun PASSED: YES</p>	

Signed as true and correct record of the minutes of the meeting.



(Signature)



(Name)



(Position)

13 | 2 | 24

(Date)

Balance Sheet

SOMERSET HILLS PRIMARY P&C ASSOCIATION

As at 31 October 2023

31 OCT 2023

Assets

Bank

Main Cheque Account	99,468.60
SSHS Swim Club	37,069.66
Tuckshop Debit Account	488.62
Total Bank	137,026.88

Current Assets

Accounts Receivable	273.31
Computer Equip - At Cost (P&C)	548.00
Petty Cash - Swim	300.00
Petty Cash - Tuckshop	100.00
Petty Cash - Uniform Shop	100.00
Uniforms (11313)	14,273.30
Total Current Assets	15,594.61

Fixed Assets

Accum Deprecn (P&E)	(14,890.39)
Plant & Equip - At Cost (P&C)	21,488.50
Plant & Equip - At Cost (Swim)	3,804.90
Total Fixed Assets	10,403.01

Total Assets

163,024.50

Liabilities

Current Liabilities

GST	51.26
Payroll Liabilities	(410.13)
Payroll Liability	410.13
Rounding	(0.06)
Superannuation Liabilities	95.24
Unearned Income Sign	11,000.00
Total Current Liabilities	11,146.44

Non-current Liabilities

Unearned income - Grants	40,000.00
Total Non-current Liabilities	40,000.00

Total Liabilities

51,146.44

Net Assets

111,878.06

Equity

Current Year Earnings	7,165.77
Historical Balancing	56,635.01
Retained Earnings	10,224.97

31 OCT 2023

Retained Earnings9	37,852.31
Total Equity	111,878.06

Profit and Loss

SOMERSET HILLS PRIMARY P&C ASSOCIATION For the month ended 31 October 2023

OCT 2023

Trading Income

Canteen	1,304.98
Fundraising - General	1,313.00
Sign Sponsorship (41000)	600.00
Term Fees	1,969.87
Tuckshop Counter Sales	134.30
Tuckshop Online Sales	2,458.80
Uniform Counter Sales	380.00
Uniform Online Sales	140.00
Uniform Shop (42200)	90.00
Total Trading Income	8,390.95

Cost of Sales

P & C - Fundraising Expenses	526.26
Quickclick Commissions	43.25
SW - Canteen Purchases	746.87
SW - Fundraising Expenses	97.20
Tuckshop - Packaging	16.00
Tuckshop Costs - BAS Ex	909.41
Uniforms Shop	1,320.00
Total Cost of Sales	3,658.99

Gross Profit

4,731.96

Other Income

P&C Bank Interest	185.98
Swim Club Bank Interest	82.89
Total Other Income	268.87

Operating Expenses

Membership Fees	164.82
Merchant Fees	32.24
Square Fees	2.63
Subscriptions	88.00
Superannuation Expenses	95.24
SW - Printing, Stationery, Postage	312.48
SW Square Fees	20.74
Swim Club Admin	42.59
Swim Club Equipment	636.00
Swim Club Subscriptions	462.00
Wages	865.83
Total Operating Expenses	2,722.57

Net Profit

2,278.26

Principal's Report

Somerset Hills State School

P&C General Meeting

14 November 2023

Dear Parents and Community supporters,

Current enrolments – 100 students (predicted 106 2024)

Cash at bank – \$ 251, 086



Upcoming events –

- Swimming Carnival – 21 November
- Christmas Concert – 1 December
- Awards Parade – 4 December
- Graduation Parade – 7 December

Fan Upgrade Update

Big Ass Fans are completing the work on Thursday 23 and Friday 24 November. Thank you to the P&C for supporting this upgrade. It's perfect timing before Christmas concert the following week.

2024 Funding requests

- Reading Eggs, Maths Seeds and Mathletics Licence – Approx. \$50 per student for both
- You Can Do It Positive Parent Program - \$495 annual subscription

Endorsement of Dress Code

- Proposal document shared

Honour Board

- Quotes have been requested. quote of \$150 to update citizen board boards and P&C life membership.
- I have quoted 2 x new boards (one for captains and one for dux) – they range from \$1200 – 1800 depending on design. Due to timing this is something to consider next year.

Awards Parade Trophies

- Direct Trophies (\$538.62). All sports and school awards inclusive.

Staffing

2024 teacher staffing was announced in the newsletter. Class allocations to happen by Wednesday Week 10. On this day we will have a transition morning with a Meet and Greet the new teacher.

Thank you

Finally, a huge thanks on behalf of the students for 2023. Your support directly impacts the students, staff and families. A strong community means stronger outcomes for our kids and without a dedicated P&C the school would not be in its current position. I have many ideas for where funds can be targeted next year – playgrounds, shade, artist workshops, sporting equipment. I hope you have a relaxing Christmas break and look forward to working together in 2024.

Regards,

Tom Black



Somerset Hills State School Dress Code Policy 2024

Somerset Hills State School has a Uniform Policy, which has been endorsed by our P&C Association. The school is committed to building a proud reputation and the uniform is regarded by the school community as being important in encouraging a sense of self-esteem, belonging and self-discipline. Further benefits include:

- Appropriateness – to ensure that all students are dressed appropriately for all school activities
- Safety – to make student identification easier in the school grounds, while travelling to and from school and on excursions
- Equity – to discourage fashion competition e.g., wearing of name brands
- Expense – to minimise cost to families

Uniforms are available from the school uniform shop, which is open Wednesday morning, 8:30 – 9:00AM. For uniforms outside of this time, please contact the school office.

Our school uniform consists of:

Clothing	<ul style="list-style-type: none"> - Somerset Hills State School polo shirt - Somerset Hills State School dress - Somerset Hills shorts (or plain blue school shorts) - Somerset Hills skort
Winter Clothing	<ul style="list-style-type: none"> - Plain blue jumper or jacket (no hoodies) - Plain blue tracksuit pants
House Clothing	<ul style="list-style-type: none"> - Amaroo, Goorari or Patonga shirt - School shorts or skort - House coloured hair accessories - Worn on HPE days and sports carnival days ONLY
Sun safety	<ul style="list-style-type: none"> - Somerset Hills State School broad-brimmed hat. Caps are not allowed. - See our <i>Sun Safety policy</i> for further details
Jewellery	<ul style="list-style-type: none"> - Watch (smart watches are not allowed) - Small studs or sleepers in ear lobe only - One necklace for religious, cultural or medical reasons only - Bracelets and other jewellery for medical reasons only - No rings

Hair	<ul style="list-style-type: none"> - Tied back at all times if hair is longer than collar length - Hair to be 'natural' colour - Hair style should be neat and tidy or as deemed appropriate by the Principal - Small neutral or Somerset Hills State School coloured hair accessories e.g., blue or yellow hair clips and bows
Footwear	<ul style="list-style-type: none"> - Closed-in black shoes/joggers – lace up or Velcro - Plain white or black ankle/crew socks - Footwear may be removed in classrooms (at discretion of the teacher) and to access areas of playground equipment surrounded by sand
Free Dress Days	<ul style="list-style-type: none"> - Dress must be sun smart at all times - No inappropriate logos, slogans or wording - Clothes are to have similar shape and design as school uniform - Fully enclosed footwear

If students do not comply with the School Uniform Policy, they will be offered items from a school supply of second hand and spare uniforms where available. Students may be excluded from some activities if their dress is deemed not to be suitable.



Somerset Hills State School Sun Safety Policy

Rationale

Year-round sun protection is important for all children and young people in Queensland as research demonstrates that high ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increases the risk of developing skin cancer.

Our school aims to educate our students about being sun safe in order to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with children and young people.

In implementing this policy, our school and community recognise that:

- the policy applies to all school and school-related activities and events;
- the strategies are to be implemented during the whole school day and year-round; and
- a combination of sun safe strategies is more effective than a single approach.

Date of commencement: January 2024

Review date: December 2024

ELEMENT	STRATEGIES
Clothing requirements	<p>Students are required to wear protective clothing, including appropriate hats, when outdoors during the school day and during school-related activities (for example, excursions/camps) to reduce students' exposure to the sun, including the following strategies:</p> <p>Hats</p> <ul style="list-style-type: none"> • Students are required to wear appropriate hats when outdoors. The only exceptions when playing sport are when a hat reduces visibility or interferes with activity skills and therefore poses a risk to students' safety; or when wearing a hat is not possible because other headwear is required to be worn for religious or safety reasons. Under these circumstances, students may remove their hats for the duration of the activity, ensuring they have applied sunscreen to uncovered skin (ideally 20 minutes) prior to participating. • Our school uniform hats are bucket hats. • Staff remind students to wear hats before and during lunch breaks, and to and from outdoor activities. • Students who do not have hats will play in the shade or an area protected from the sun. • Spare clean school hats are available for students to borrow if they forget their hat. <p>Swim shirts</p> <ul style="list-style-type: none"> • Students are required to wear swim shirts/rash vests during all water-based activities occurring at outdoor venues, except during their race/s at competitions and carnivals.

ELEMENT	STRATEGIES
Shade provision and use	<p>Our school maximises the use of available shade for outdoor activities:</p> <ul style="list-style-type: none"> • Sports activities are rotated during the year between the hall and the oval. • Students are encouraged to play in the shaded outdoor learning space. • Temporary shade structures are used as necessary for outdoor events, for example, Under 8s Day and Sports day
Education	<p>Our school provides educational programs on sun safety and preventative measures through the following strategies:</p> <p>Curriculum, teaching and learning</p> <ul style="list-style-type: none"> • Sun safety is formally taught as part of the implementation of the Australian Curriculum through Health and Physical Education • Staff include the risk of exposure to UVR in their curriculum activity risk assessments for outdoor activities, which includes ensuring that adequate shade is available for outdoor activities where possible, for example, using temporary shade structures. <p>Incidental teaching and promoting sun safe behaviours</p> <ul style="list-style-type: none"> • Incidental teaching of personal sun safety strategies occurs in all year levels as part of the school routine on a regular basis, for example, through reminders to students to wear hats and apply sunscreen. <p>Staff professional development</p> <ul style="list-style-type: none"> • Staff are informed about the school's sun safety policy and its requirements on induction.
Sunscreen provision	<p>Our school recognises the importance of sunscreen use as a sun safe measure and implements the following strategies:</p> <ul style="list-style-type: none"> • The school supplies SPF 30 or higher broad-spectrum, water-resistant sunscreen for student use. • Parents/carers are encouraged through social media and newsletter items to have their children apply sunscreen before school. • Parents/carers are encouraged to provide sunscreen for their child if they don't wish their child to use the school's sunscreen.
Modelling sun safe behaviours	<p>Our school promotes the importance of parents/carers, teachers, ancillary staff, volunteers and other adult supervisors as role models for students using the following strategies:</p> <ul style="list-style-type: none"> • Staff and P&C members are encouraged to consider the use of shade, sun safe hats and clothing, sunglasses and sunscreen when doing their duties, running outside activities, and when on excursions/camps. • Parents/carers are encouraged to have their children apply sunscreen before they come to school and provide personal sunscreen for their children to use at school.

ELEMENT	STRATEGIES
Cost considerations	<p>The department provides funding for sun safety using the following strategies:</p> <ul style="list-style-type: none"> • School funding is allocated annually to enable the purchase of sunscreen for each class for the whole school year.
Additional strategies	<p>Other strategies our school uses to be sun safe include:</p> <ul style="list-style-type: none"> • Sunscreen stations are set up at sports days and swimming carnivals. • Water stations

<p>Endorsed by: Lindy Phillips, P&C President Gail Robinson, Staff representative</p>	<p>Approved by: Tom Black, Principal Date of approval:</p>
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Somerset Hills Swimming Club

Chairperson Report – Nov 23

Key dates

- **Nundah Carnival – 25 Nov**
- **Bunnings Sausage Sizzle – 7 Jan**
- **First Friday Night – Feb 2**
- **Virginia - Mole- Feb 3**
- **Virginia Relay Carnival – March 9**
- **Friday 15 March**
- **Saturday 23 March 24 - Club Championships – 2-5pm**
- **Presentation Night – tentative – 19 April**

Club updates:

- Current members – 70 swimmers so far this season
- Clayton Owen –
 - big success, attendees all participated in spirit of the day, approx. \$1500 raised towards new equipment
 - Seals won Spirit award – fabulous attitudes and effort all day
 - Huge Thank you to the school and our local community for support
- Carnival - Three Carnivals still to go in season – have small carnival attending team- 10-15 swimmers. Try and encourage new swimmers to attend carnivals in second half of season and build team.
- Training - Consider running additional training session for support swimmers/lifeguards
- Fundraising - Bunning Sausage Sizzle Sunday 7 January – have volunteers for roster all day
- Half Season – will offer half season rates for Term 1 to encourage more seals to join us

Marketing

- Will seek to advertise week one of term
- Will advertise half season promotion Term one

Fundraising

- No more this season after carnival and sausage sizzle
- Will consider sausage sizzle next season

Equipment

Club to talk to school about pool replacement items and works

- Office log in
- Speaker system
- Lane ropes
- Signage

TUCKSHOP AND UNIFORM REPORT 21/10/2023

TUCKSHOP

Orders have been averaging 40 on a Wednesday since the extension to 2 breaks and between 50-60 on a Friday. Thankyou to everyone who has volunteered this term. Without your help, I would be struggling.

UNIFORM SHOP

I've spoken to Barry regarding the shirt order and they are on a boat from Vietnam. He has said they will arrive in the last two weeks of term. Upon hearing this, I expressed my disappointment as we were promised a 16 week turnaround and from when the order was placed, delivery should have been early to mid October. He has said that they will give us some sort of credit for the inconvenience.