



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 13 February 2024

Meeting opened at	6:02pm
Attendance	Ben Colquhoun Emily Smigrod Peta Congreve Ellie Reidy Sandra Lyon Emma Blake Jayanne Sharratt Abia Muir Tahlisa Raines Cassie Prothro Peter Wilkes Inderpal Singh Amandeep Karm
Apologies	Hayley Macaskill
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 21 November 2023. PROPOSED: Peta Congreve SECONDED: Ben Colquhoun PASSED: YES</p>	
<p>1.1. Actions outstanding from previous minutes</p> <ul style="list-style-type: none"> • None. 	
2. CORRESPONDENCE	
<p>2.1 Correspondence In/Out (matters of note to the Association only)</p> <ul style="list-style-type: none"> • None. 	
3. EXECUTIVE DECISIONS	
<p>3.1 Executive committee's decisions (if any)</p> <ul style="list-style-type: none"> • None. 	



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4. P&C EXECUTIVE REPORTS

4.1 Treasurer's report

- Financials attached.
- Treasurer presented a proposed 2024 budget. This did not include the swim club financials.
- Looking at an approximate figure of \$15,000 donations/funding for the school possible in the 2024 budget.
- Following the AGM have a meeting to discuss school priorities.

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

PROPOSED: Ben Colquhoun

SECONDED: Peta Congreve

PASSED: YES

4.2 Principals Report

- Report attached.
- Week 9 of each term on Friday will be sports carnivals.
- Mr Black will send through events calendar.
- Mr Black to attend pick up time at the car park to coach parents on proper use of the stop and go zone.
- Introduce Student Resource Scheme something to be considered as a legacy contribution, among others such as beautification projects for the school. Instead of cash donations propping up other costs.
- Promote fund raising events as working towards a goal.

5. OTHER REPORTS

5.1 Special Guest: Lions Club

- Peter Wilkes from Lions Club Brisbane Inner North.
- About 32 members at the moment.
- Free Childrens Vision Screening initiative, one of their five global causes. There are 8+ members qualified screening team.
- Lions offers the screening service using camera technology. Four basic tests can reveal sight problems. Visual Acuity / Colour Vision / Depth Perception / Spot Vision Screener.
- Recycle glasses and sunglasses to third world countries.
- Request two dates in May to conduct testing. Require authorisation forms. Results are sent home to parents.
- Up to 80 children in 90 minutes.
- P&C will promote in the school newsletter and request expressions of interest for participation. If there is demand we can proceed with this exercise.
- Cost for the service is free.
- **Next Lions Club meeting 28 Feb.**



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5.2 Swim Club report

- Report attached.
- 5 new swimmers, 75 in total.
- Promote Grilled Cares in School Newsletter.
- Swim Club AGM scheduled for 1st March.
- \$30k contingency budget. Looking at 2024 priorities.

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

PROPOSED: Ellie Reidy

SECONDED: Peta Congreve

PASSED: YES

5.3 Chaplain report

- P&C Signed the Chaplaincy and Student Wellbeing officer services Workplace 2024.
- Distributing stationery packs and uniforms.
- Supporting families with food packs and meals.
- Working in classes and connecting with student.

6. SUB-COMMITTEE REPORTS

6.1. Tuck Shop Coordinator report

- Consistent sales from term 4 volume.
- Changed Mony ice blocks, sour blue lemonade due to supply issues.

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

PROPOSED: Peta Congreve

SECONDED: Emily Smigrod

PASSED: YES

6.2. Uniform Shop report

- Restock order placed. Delivery around mid-May. Ordered large number of size 6s which were big sellers.
- Compensation for delivery delay of previous order Barry has given the school 50 x pairs socks with school initials.

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

PROPOSED: Peta Congreve

SECONDED: Ellie Reidy

PASSED: YES



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7. OTHER BUSINESS

7.1. Fundraising & events

- Election BBQ & Bake Sale – Saturday 16 March
 - Ask parents and community for donations bake sales.
 - Volunteer roster signup.
 - 8am start time.
 - What are we fundraising for? Shade and wet weather contingency for the stop/drop/go entrance. Sun Safety and legacy project upgrades to the school roadside presentation.
- Working Bee event.
- Second-hand Book Stall.
- AGM – new executive members

8. NEW MEMBERS

No new applications for membership received.

Meeting closed at

7:09pm

Next meeting

Tuesday 12 March AGM

TABLE OF MOTIONS

MOTIONS	REPORT ATTACHED
<p>MOTION: Confirm and accept the minutes of the previous General Meeting held on Tuesday 21 November 2023.</p> <p>PROPOSED: Peta Congreve</p> <p>SECONDED: Ben Colquhoun</p> <p>PASSED: YES</p>	NA
<p>MOTION: Confirm and accept the Treasurer report be adopted as tabled.</p> <p>PROPOSED: Ben Colquhoun</p> <p>SECONDED: Peta Congreve</p> <p>PASSED: YES</p>	YES
<p>MOTION: Confirm and accept the Uniform Shop report be adopted as tabled.</p> <p>PROPOSED: Ellie Reidy</p> <p>SECONDED: Peta Congreve</p> <p>PASSED: YES</p>	NO



Somerset Hills State School P & C Association

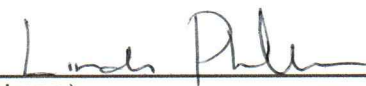
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<p>MOTION: Confirm and accept the Tuck Shop report be adopted as tabled. PROPOSED: Peta Congreve SECONDED: Emily Smigrod PASSED: YES</p>	NO
<p>MOTION: Confirm and accept the Uniform Shop report be adopted as tabled. PROPOSED: Peta Congreve SECONDED: Ellie Reidy PASSED: YES</p>	NO


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



(Signature)



(Name)



(Position)



(Date)

Balance Sheet

SOMERSET HILLS PRIMARY P&C ASSOCIATION

As at 31 January 2024

31 JAN 2024

Assets

Bank

Main Cheque Account	61,464.26
SSHS Swim CLub	36,348.14
Tuckshop Debit Account	95.48
Total Bank	97,907.88

Current Assets

Accounts Receivable	1,023.31
Petty Cash - Swim	300.00
Petty Cash - Tuckshop	100.00
Petty Cash - Uniform Shop	100.00
Uniforms (11313)	17,533.52
Total Current Assets	19,056.83

Fixed Assets

Accum Deprecn (P&E)	(15,897.02)
Plant & Equip - At Cost (P&C)	21,488.50
Plant & Equip - At Cost (Swim)	3,804.90
Total Fixed Assets	9,396.38

Total Assets

126,361.09

Liabilities

Current Liabilities

PAYG Withheld Liability	2.00
Rounding	(0.02)
Superannuation Liabilities	153.72
Unearned Income Sign	5,250.00
Total Current Liabilities	5,405.70

Total Liabilities

5,405.70

Net Assets

120,955.39

Equity

Current Year Earnings	2,221.04
Historical Balancing	56,635.01
Retained Earnings	10,224.97
Retained Earnings9	51,874.37
Total Equity	120,955.39

Profit and Loss

SOMERSET HILLS PRIMARY P&C ASSOCIATION For the month ended 31 January 2024

JAN 2024

Trading Income

Reimbursement to P&C	750.00
Sign Sponsorship (41000)	600.00
Tuckshop Counter Sales	51.80
Tuckshop Online Sales	166.90
Uniform Counter Sales	3,478.00
Uniform Online Sales	1,053.00
Total Trading Income	6,099.70

Cost of Sales

Quickclick Commissions	20.11
Tuckshop Costs - BAS Ex	346.52
Uniforms Shop	2,062.20
Total Cost of Sales	2,428.83

Gross Profit

3,670.87

Other Income

P&C Bank Interest	185.44
Swim Club Bank Interest	91.63
Total Other Income	277.07

Operating Expenses

Merchant Fees	54.71
Printing, stationary & postage	117.00
Square Fees	0.99
Subscriptions	3.00
Superannuation Expenses	153.72
Wages	1,397.48
Total Operating Expenses	1,726.90

Net Profit

2,221.04

SHSS P&C Budget Overview



2024 Budget Summary

	Budget 2024	Actual 2023	Difference
Income	\$ 53,266	\$ 104,110	\$ 50,843
Expenses	\$ 53,266	\$ 93,650	\$ 40,383
Net Profit	\$ 0	\$ 10,460	\$ 10,460

Income

	Budget 2024	Actual 2023	Difference
Tuckshop Sales	\$ 22,458	\$ 20,499	\$ 1,959
Sign Income	\$ 13,500	\$ 20,475	-\$ 6,975
Uniform Sales	\$ 8,766	\$ 8,766	\$ 0
Fundraising	\$ 7,138	\$ 7,138	\$ 0
Bank Interest + Donation	\$ 1,404	\$ 2,748	-\$ 1,344
Grants	\$ 0	\$ 40,000	-\$ 40,000
Lifeline Bins	\$ 0	\$ 4,484	-\$ 4,484
Total Income	\$ 53,266	\$ 104,110	(\$ 50,843)

Expenses

	Budget 2024	Actual 2023	Difference
Tuckshop Purchases + Wages	\$ 19,986	\$ 18,432	\$ 1,554
Donations to School	\$ 15,000	\$ 18,606	-\$ 3,606
Uniform purchases	\$ 4,429	\$ 2,782	\$ 1,647
Asset Depreciation	\$ 3,882	\$ 3,882	\$ 0
Insurance	\$ 3,070	\$ 2,869	\$ 201
Administration, other fees and charges	\$ 2,803	\$ 2,951	-\$ 148
Fundraising expenses	\$ 1,801	\$ 1,833	-\$ 32
Auditors fees	\$ 1,250	\$ 1,250	\$ 0
Subscriptions	\$ 1,045	\$ 1,045	\$ 0
Grants	\$ 0	\$ 40,000	-\$ 40,000
Total Expenses	\$ 53,266	\$ 93,650	(\$ 40,383)

Principal's Report

Somerset Hills State School

P&C General Meeting

13/2/24

Dear Parents and Community supporters,

Current enrolments – 108 students

Cash at bank – \$227,991

Upcoming events –

- 3/4 Bunyaville Excursion
- NAPLAN – 13 March to Monday 25 March
- Harmony Day – 21 March
- Cross Country – 22 March
- Twits Performance – 26 March
- Easter Parade and Galaxy Day – 28 March

2024 Priorities

- Australian Curriculum Version 9 implementation
- Positive and inclusive culture for learning
- Digital pedagogies

Facilities update

- Clubhouse redevelopment has started. Traffic management plan has heavy vehicles moving and out of site out of our school drop off and pick up time.
- Signage around the school will be improved this year. Mural grants in process and working with Lions club for alternate funding for nature play and bush tucker garden.

Plans for 2024

- P&C working towards a project. Executive have already had discussion with me about the entrance to the school and shade at Stop, Drop, Go.
- Introduce a Student Resource Scheme for 2025. A fixed amount that covers the technology applications. Potentially a fixed Prep/Year 1/2 fee for stationary packs.

Election BBQ

- Local election coming up in 33 days. Who wants to cook?

Regards,

Tom Black



Balance Sheet Summary Report

Somerset Hills State School - (0692)

Period 202402 as at

13-Feb-2024 10:14 AM



<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
ASSETS			
	101201	General Bank Account	256,008.62
	104001	Receivables - Students	1,454.34
	104002	Receivables - Other	-35,086.06
	109001	GST Input Credit Control	533.95
	109003	GST Clearing	4,639.53
	115001	Suspense Account	-1,389.97
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-1.73
	115011	Deposits Made	898.20
	115015	Credit Card Balance Sheet Account Staff	9,098.76
	162001	Plant & Equipment	449,451.56
	172001	Plant & Equipment - Accum Depr	-449,451.56
			<u>236,155.64</u>
LIABILITIES			
	200001	Payables	-3,720.10
	200003	CBA/MCC Control Account (MCC)	-4,443.68
			<u>-8,163.78</u>
		Net Assets/(Liabilities)	<u>227,991.86</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-208,727.58
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-19,264.28
			<u>-227,991.86</u>



SOMERSET HILLS STATE SCHOOL

EVENTS CALENDAR

TERM 1, 2024

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
WEEK 1 22/1-28/1					Australia Day Public Holiday	
WEEK 2 29/1-4/2	Assembly 2:00PM Hosted by 5/6					
WEEK 3 5/2-11/2		5/6 Bunyaville Incursion				
WEEK 4 12/2-18/2	Student Leadership Induction Assembly					
WEEK 5 19/2-25/2						
WEEK 6 26/2-3/3	Assembly 2:00PM Hosted by 3/4B	3/4B Bunyaville Excursion				
WEEK 7 4/3-10/3						
WEEK 8 11/3-17/3	Assembly 2:00PM Hosted by 2/3Y		NAPLAN	NAPLAN	NAPLAN	
WEEK 9 18/3-24/3	NAPLAN	NAPLAN	NAPLAN	NAPLAN Harmony Day	Cross Country	Harmony Week & Neurodiversity Week
WEEK 10 25/3-31/3	Assembly 2:00PM Hosted by 1/2 PT Interviews	The Twits Performance PT Interviews	PT Interviews	Easter Hat Parade Galaxy Day	Good Friday Public Holiday	Easter Holidays



SOMERSET HILLS STATE SCHOOL

EVENTS CALENDAR

TERM 2, 2024

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
WEEK 1 15/4-21/4						
WEEK 2 22/4-28/4	Assembly 2:00PM Hosted by Prep		Anzac Day Ceremony	ANZAC Day Public Holiday		
WEEK 3 29/4-5/5						
WEEK 4 6/5-12/5	Labour Day Public Holiday					
WEEK 5 13/5-19/5			2/3Y & 5/6S Bunyaville Excursion Book Fair Starts		Under 8s Day (MG & JL)	
WEEK 6 20/5-26/5	Assembly 2:00PM Hosted by 5/6		National Simultaneous Storytime		National Sorry Day & Reconciliation Week Presentation (FH)	
WEEK 7 27/5-2/6			Book Fair Ends			
WEEK 8 3/6-9/6	Assembly 2:00PM Hosted by 3/4		Prep G & 1/2L Bunyaville Excursion			
WEEK 9 10/6-16/6					Athletics Carnival	
WEEK 10 17/6-23/6	Assembly 2:00PM Hosted by 2/3 Sem 1 Reporting closes			Report Cards emailed home	Galaxy Day	June/July Holidays



SOMERSET HILLS STATE SCHOOL

EVENTS CALENDAR

TERM 3, 2024

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
WEEK 1 8/7-14/7						NAIDOC Week
WEEK 2 15/7-21/7						
WEEK 3 22/7-28/7						
WEEK 4 29/7-4/8						
WEEK 5 5/8-11/8					Indigenous Day of World's Indigenous Peoples	
WEEK 6 12/8-18/8			Ekka Wednesday Public Holiday			
WEEK 7 19/8-25/8	Book Week Parade					
WEEK 8 26/8-1/9			Instrumental Music Blitz Band Camp		Pupil Free Day	
WEEK 9 2/9-8/9			Indigenous Literacy Day			
WEEK 10 9/9-15/9					Galaxy Day	September Holidays



SOMERSET HILLS STATE SCHOOL

EVENTS CALENDAR

TERM 4, 2024

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
WEEK 1 30/9-6/10						
WEEK 2 7/10-13/10	King's Birthday Public Holiday					
WEEK 3 14/10-20/10						
WEEK 4 21/10-27/10					Day For Daniel	
WEEK 5 28/10-3/11	Somerset Hills Has Got Talent					
WEEK 6 4/11-10/11						
WEEK 7 11/11-17/11						
WEEK 8 18/11-24/11						
WEEK 9 25/11-1/12					Swimming Carnival	
WEEK 10 2/12-8/12					Christmas Concert	
WEEK 11 9/12-15/12	Awards Parade Report Cards Close			Year 6 Graduation Report Cards emailed home		Christmas Holidays



Somerset Hills Swimming Club

Chairperson Report – Feb 24

Key dates

- Somerset Seals AGM – election of committee positions – 1 March
- Friday 15 March – Last Friday night
- Saturday 23 March 24 - Club Championships – 2-5pm
- Presentation Night – Pool - tentative – 19 April

Club updates:

- Current members – 75
- First Friday Night – Feb 2
- Carnival – Mole 3 Feb – Virginia – a lot of first time carnival swimmers for our club. Did a great job
- Two big events left – club championships – Intraclub meet on Saturday at the pool and presentation trophy night.
- New committee required for 24/25 season, requests for nominations underway

Marketing

- Advertised half season promotion Term one – got two new members and few trials.

Fundraising

- Bunnings Sausage sizzle was a massive success, raising over \$2000 for the Seals. Bunnings have offered new dates later in the year, to be considered.
- Grilled Everton Park for March – local matters
- A massive thank you to Jackie for all her organising and efforts

Equipment

Have contingency in budget – incoming committee to consider off season priorities

Club to talk to school about pool replacement items and works

- Office licence through P & C
- Speaker system
- Lane ropes
- Signage
- Painting
- Blocks