

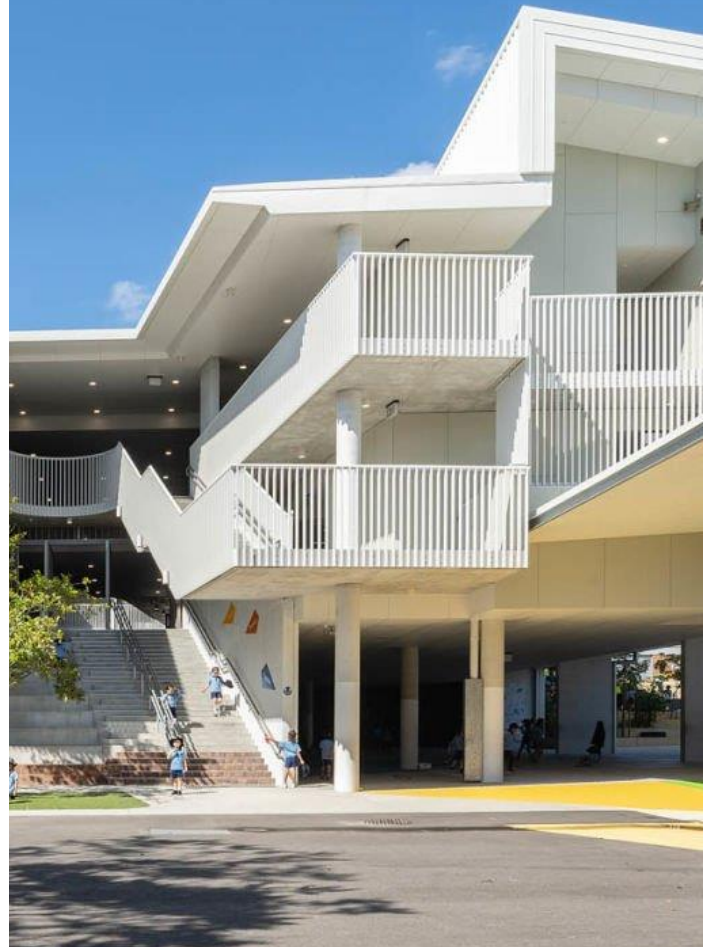
Operations Overview

President's Overview
P&C Office
Outside School Hours Care
Tuckshop / Cafe
Uniform Shop
Fundraising
Grants
Community Engagement

GENERAL MEETING – 10 Oct 2023

WESS P&C EXECUTIVE

Vanessa Bertagnole – President
Ece Ažman – Vice President
Mardi Watson – Secretary
David Woolley – Treasurer



P&C ASSOCIATION
WEST END STATE SCHOOL

President's Overview

AUGUST 2023

Dear Members,

Hope everyone had a nice school holiday period and got to spend some quality time with your families and friends.

Term 4 is here, and we have some exciting things in store with a WESS community Movie Night Friday, November 3rd. This will be a pre-registered event with an optional donation if you're feeling generous. We wanted to give back to our community with this event by making it free entry for WESS families. Tickets will be limited though so it is best to register early to avoid disappointment. We will have a small number of entry tickets available on the night for purchase.

Our OSHC is going from strength to strength, thanks to the tireless work of our Business Manager Tanya and the entire OSHC team. OSHC will be a key focus for us as we move into next year and look to build our capacity to take on more after-school placements - making us one of the largest services in Queensland once again! We will be running a recruitment campaign to gain experienced staff to maintain our required ratios and to help maintain the quality of our programming and care as we look to grow.

Lastly, our Executive team are entering our pre-planning stage of our strategic planning and looking forward to undertaking this work to help map out the next few years for the WESS P&C. As a part of this process, our membership and other key stakeholders will be consulted. Thank you for entrusting us with this work and for the opportunity to lead our organisation into a positive future.

Sincerely,

Vanessa Bertagnole

Outside School Hours Care

For the month of September

- OWNA transition is still in progress as some parents are still working through how to best use the APP for forms and change of bookings.

Vacation care bookings particularly proved challenging as parents selected the wrong year to book their children in requiring a lot of back-end work to rectify rolls. All learning curves which we worked through for future sessions.

- We are still experiencing many parents failing to notify the service that their child will be absent. With such high enrolment numbers, the process of calling through to parents to confirm is taking up to 45mins per afternoon to account for children. This is something the service is working to eradicate to allow our focus to be on the care of the children.

- Our new printer has been installed in OSHC office, this will help to save on Ink and increase efficiency. This device is more appropriate for the growth and size of the service and allows for higher quality prints for P&C events saving the use of 3rd party businesses.

Total Enrolment number to date: 627

After School Care Student Wait List: (priorities in green)

Mon	Tues	Wed	Thur	Fri
0/0	9/0	39/0	20/0	0/0

Average booking numbers :

Session	Mon	Tues	Wed	Thurs	Fri
BSC	83	90	87	86	86
ASC	277	270	250	251	263

2024 Enrolments:

- 2024 Enrolments are targeted to open on the 20th of October. Existing families will have 10 business days to confirm their existing bookings. In the absence of confirmation, booking dates will be absorbed back into the system for reallocation.

-
- A service email has been sent out to families to notify of any children NOT returning to OSHC for 2024 as these assist with our forecast and planning.
 - Currently 40 families are on the waitlist for Prep 2024. This is across the week with varying requirements.
 - Forecasted numbers and positions will be dependent upon staffing as we are currently looking for casual educators for the increase in ASC numbers.

Staffing:

- So far, we will lose over 12 staff during the upcoming December/January vacation care due to personal holidays. This will mean that our positions for students will decrease in the absence of new recruits.
- Coordinators are working alongside the Business manager to discuss the structure of staff for 2024.
- Kat (Coordinator) will be on Maternity Leave from January 2024.
- Gillian (Coordinator) will be on Maternity Leave (resigned) from March 2024.
- Currently working with BSHS, Tafe QLD and Universities around Brisbane for casual educators, with ads out on social media also.

Scheduled Training for Term:

- Mandatory Reporting Training for all Staff

Compliance and department:

- Fire Drill and Lockdown completed for September. Will be looking at how to involve staff more in calling lockdowns when needed.
- Recent department spot check made mention of changing handwashing provisions for children surrounding paper towels. Purchasing of new paper towel dispensers for classrooms is underway to meet requirements.

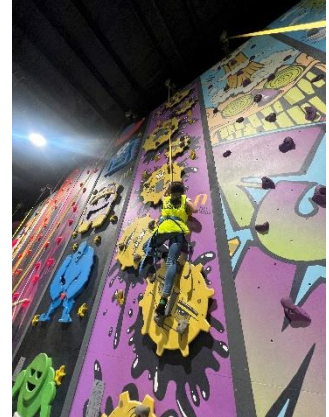
Programming (September Vac Care)

- Vacation Care went smoothly with lots of excited children and families with the Incursions and Excursions.
- One of the incursions were a service Fete which included jumping castles, animals, face painting, henna, Ice cream bar, cupcake decorating and more. The children really enjoyed this day as they were able to mix between age groups and have a an OSHC community style event.

· The second incursion was a gaming van, the older children were really involved in this! What we have found is with the size of the service we need multiple options on incursion days to give children a good amount of time to participate and enjoy the activity.

· The excursion to the Jungle Adventure Play was wonderful. The staff from OSHC and the Jungle worked well together, and the days went smoothly. For 2024, the structure of excursions will change with an increase of children. Coordinators are working this out!

· Summer Vacation care due to staffing will have no excursions but more incursions. We have reached out to Georgie Parks swim school to organise time for OSHC to use the pool and are having staff complete lifeguard training.



Tuckshop / Cafe

Tuckshop Liaison Officer – Imogen Cesnick

- End of term remained busy with further planning for Term 4 and 2024
The last trading day for Tuckshop & Cafe in Term 4 will be Wednesday Dec 6th
The last few days of term are spent cleaning, stocktaking, and shutting down for the holiday period.
- Proposed Opening plan for 2024 is Monday of Week 2 due to the shorter week due to public holiday in week 1. Calls list are also usually not fully finalized in the first week creating possible confusion with tuckshop orders.
- A reminder for all parents that Flexischools cut of time is 8:30am.
After this time, the tuckshop has started preparing the hundreds or orders that come in. As the school grows, the aim is to ensure as few late orders as possible to ensure smooth operational success.
- Sales – Average weekly order numbers remain fairly consistent:

Monday	Tuesday	Wednesday	Thursday	Friday
~300`	~300	~380	~380	~550

Top Sellers –

- Hamburgers - Butter Chicken -Bolognaise Pasta -Macaroni Cheese

As the weather warms up, frozen items continue to be as popular as ever!

We've introduced the Square POS system to our Café which everyone is impressed with. This system will allow us to monitor and provide insight into our sales trends.

Uniform Shop

Liaison Officer – Maria Kastrissios

The uniform shop will be looking to offer WESS branded swim towels, hopefully in time for the swimming carnival this year.

Several designs were created for us to choose from and will be put out for vote by the community. We're excited to see the uptake. A small run of 150 will be made to begin with across 3 different designs. Future options for these swim towels could include our sporting houses.

Many new families were welcomed to the WESS Uniform shop, with most starting in Term 4 covering all grades and the Prep Transition days have been fulfilled every Monday throughout Term 3 and will continue throughout Term 4.

The LOST PROPERTY was sorted and cleaned at the end of term. Jackets clearly named were passed onto classrooms.

Community Engagement

Liaison Officer – Lauren Hudson

- Continuing work linking new parents with class parent representatives, last term especially for years 1,2 and 5
- Engaged with the school Business Manager in regard to parent uptake for QParents. Currently only about 1/3 of families have signed up and it's really important to get more families across as this system will process all payments for the school so efforts are underway to find ways to assist the school, especially for those parents where English is not their first language. A possibility could be to use WeCreate as an opportunity to help get messaging and assistance out.
- World Teachers Day is being celebrated by the School Thursday, 13th October. I will be working with Moira to deliver our Teachers Breakfast.
- Working with the Business Manager to try and co-ordinate home sewing option for parents who were happy to help make scrunchies for our Uniform Shop as we look for ways to reduce wastage by reusing unclaimed lost property.

Fundraising

Liaison Officer – Katherine Bishop

WeCreate – Friday 20th October

Catering:

We will be operating a bar out of the Café end of the Tuckshop.

A local Thai Chef will be operating out of the Tuckshop to provide tasty cuisine.

Food Trucks:

Brisbane Spiral Trucks – potato spirals

Red Trailer Shake up - Fresh squeezed lemonade, Snow Cone, popcorn & churros.

Home Made Italian Pasta

Bao Buns

Some people have indicated their interest in volunteering on the night so emails will go out soon asking them to sign up.

Movie Night – Friday 3rd November

- Save the date has gone out to let families know to keep the date free.

- The license has been secured and met with the Movie Nights team in regard to setting up the screen.

- Have reached out to offer event Sponsorship to the local members and businesses.

- Marketing materials will be erected around the school in the next week

- Drinks and snacks will be available on the night.

Final offerings to be determined and volunteer sign up to be made available.

-Ticketing to be managed via Eventbrite. Due to it being a free event, no charges will be incurred when registering for a ticket. Tickets will open Monday 23rd.

Grants

Grants Liaison Officers – Phuong Trinh & Li-Ann Leon

The grants team and Vanessa will meet with the school leadership next week to discuss priorities on capital works for the school, to strategize on which items can be funded via grants.

Phuong has been exploring new avenues of funding to fund shade structures on the school and is exploring the possibility of applying for the Star community grants: we are discussing the suitability of the grant with school leadership. Li-Ann is progressing with the Qld State Gov Active School Travel Grant (approved in previous P&C meeting).

Plans to apply for the Community Gambling Benefit fund (super round, \$100k, Q1 2024) remain in place.

Grants

Grants Liaison Officers – Phuong Trinh & Li-Ann Leon

Met with Tony (Principal) in regards to the future needs of the school. Shade is a priority. Investigations will continue to target grants that allow for fixed shade structures around the school to complement any P&C funds that are contributed.

Unable to apply for Community Road Safety Grant contact with the Road Safety Advisor was not possible. It was a prerequisite to be eligible to discuss and have approved by a Road Safety Advisor for SE QLD

Application will be attempted for the next round. In addition to bike education, figuring a plan to implement a bike bus (with rotating families leading) would actually be important to have reduce drop-off congestion.



**WATER
RATS**
SWIM CLUB


**FUN FAMILY
EVENING
OUT WITH BBQ
AND DRINKS!**

\$5
Entry
per family

EVERY THURSDAY NIGHT
Term 4 week 2-9

6 - 8 pm

WESS Swimming Pool - Lifeguard in attendance
For WESS students and parents, All levels welcome

VOLUNTEERS required for timing races / marshalling kids / starting races / BBQ and food serving.

Download the “Swim Club connect” app to nominate.
Fun and timed races for all levels.

- Select the races your children would like to enter
- Children are then allocated into races
- Timing is also undertaken via the app
- MEMBERSHIP CODE - 4100



iphone



Android

P&C ASSOCIATION
WEST END STATE SCHOOL
wesspandc.org