



GENERAL MEETING

Monday, 9th May 2022

6:30pm

Woodlinks SS Administration Building

Chairperson: Amanda

Welcome to members:

Introduce any guests: Greg, Clinton, Amanda, Kira, Kristie & Beth

Apologies: Andrew, Ashley, Leandra & Raylene

Confirmation of minutes of the previous general meeting:

The minutes of the previous General Meeting held on 21st March 2022, were read by those present.

Motion: That the minutes be accepted as a true and a correct record of the meeting.

Motioned: Amanda

Seconded: Beth

Business arising out of the minutes of the previous general meeting:

NIL

Correspondence received since the previous general meeting:

Inward: Bank Statements

Outward: NIL

Business arising: NIL

Confirmation of executive committee's decisions (if any):

NIL

Subcommittees' reports and financial statements and any business arising from these:

Treasurer's Report: Refer to Attachment A

Motioned: Beth

Seconded: Kira

Uniform Shop Report:

Senior Shirts have arrived and will be distributed this week (before the public holiday).

There is still interest in senior shirts for those who have not ordered. An EOI will go out seeking interest, keeping in mind that there needs to be a minimum of 30 shirts ordered.

Official Order Bungle

There was a mix up with the uniform orders placed, resulting in excess stock being sent. Amanda is following up with Official to see if this can be resolved.

Winter Order

Due to supply issues, we're unable to source more winter stock. Parents can source their own jackets / jumpers (solid Navy) from BIG W, Kmart etc

Back to School Order

Unable to provide Official (Gerry) a stock estimate for the back to school due to having surplus stock at present. This will be tabled for a future meeting.

Storage Space

Amanda has cleared space in the storage room to allow space for the 6x boxes of uniforms.

Motioned: Kira

Seconded: Amanda

Tuckshop Report: **Awaiting Copy**

Motioned:

Seconded:

Fundraising Report:

Cross Country BBQ went well – no further reports.

The Cross Country BBQ went well – no further reports.

Mother's Day Stall

The Mother's Day Stall went well. A big thank you Kristy Minett who donated several items, which sold out quickly. We will support Kristy's business again for the Father's Day Stalls. Amanda did make the decision to reimburse Kristy Minett for \$115 for stock. We have \$1000 stock left over for next year.

Motioned: Amanda

Seconded: Beth

Other reports:

Principal's Report:

NAPLAN commences tomorrow for Students in Years 3 & 5.

ANZAC Day Parade was really moving. Parents, who are currently serving (and who have children at this school) spoke at the ceremony which was touching.

Ipswich Show Holiday – This Friday

Motioned: Greg

Seconded: Kristie

Motions on notice: NIL

Motioned: N/A

Seconded: N/A

General Business:

- M365 Account –
Clint to lodge a job with IT to have Shared Mailbox access for the P&C, Uniform Shop & Tuckshop.
This would ensure the P&C can send emails from the P&C email account (instead of utilising personal accounts) and would also be able to utilise a P&C OneDrive.

All members have provided their Proof of Identification to Clint. Clint will now follow up with IT to organise access. This should be finalised this week.

- Electronic Timesheets – **Carry over to June Meeting**
Beth to source an app to enable timesheets to be uploaded into Xero
- Tuckshop
 - **Consideration of new menu items – Sushi / Vietnamese Roll.**
As per email sent on 26/03/2022 I would like to propose adding Sushi and Vietnamese Rolls to our menu.
ACTION: Raylene to source another two quotes and send through to P&C Mailbox for Executive decision to be made to support the decision to utilise supplier and include sushi on our menu.
 - Tuckshop Menu Sample – Attachment A
Once Tuckshop menu has been set (for the term), I would like to propose that we promote our Tuckshop Menu via our Facebook page.

ACTION: Raylene to send Kristie a copy of the menu, so that it can be promoted on our Facebook Page.

- Special Tuckshop Days – Attachment B – **Carry over to June meeting**
QAST has a calendar which offer themed days each month.
Is this something that we can consider introducing?

Motioned:

Seconded:

- Tuckshop Volunteers
With the increased demand, we're needing to increase our volunteer pool. Promotion to go onto our Facebook Page, Newsletter etc.
- Absenteeism in the Tuckshop – Process
P&C Executives to map a process on how to manage Absenteeism in the Tuckshop to have a contingency in place in the event of an absence.
- Birthday Buckets
Sales are going well, and positive feedback has been received.
Sufficient badges have been purchased to allow for recipients to keep them.
Kmart has Whack-a-balloons (small balloons) on clearance for 50c for 4 which can be used as one of the 'keepsakes' advertised.

Amanda to send a staff email about the Birthday Bucket processing, including how to return them.

- Uniform Shop
 - School Dress update
School Council to be formed to complete the process.
- Reimbursement Process
Approval to be sought prior to purchasing (utilising own funds) and reimbursement form to be emailed to the P&C Mailbox. Reimbursements will happen on payroll day.
- Laptop Purchases for Secretary and Treasurer
Motion to spend \$900 on laptops and accessories required to enable them to complete the functions of their roles, minutes, research, payroll, marketing etc.

Kristie to create a P&C Business Account with Officeworks to receive discounts on future products and services.

Motioned: Beth

Seconded: Amanda

- Twilight Flicks Movie Night Competition
Voting commences 15th May 2022. Promotion to be shared on our WoodLinks P&C Facebook Page and School Newsletter.
- Win a VIP Car Park
A fundraising suggestion which other schools currently use.
Greg will take this to a staff meeting for consultation on Monday. Greg will notify Amanda of the outcome.

- Have a drink on us voucher

As a way of thanking our volunteers at events, we will offer volunteers a drink voucher which they can use at future events.



Motioned: Kristie

Seconded: Bethan

- Senior Athletics BBQ spend

Motion to spend \$1500 on BBQ items, drinks & Lollies (1 per child)

Motioned: Amanda

Seconded: Beth

- Junior Athletics BBQ spend

Motion to spend \$1500 on BBQ items, drinks & lollies (1 per child)

Motioned: Amanda

Seconded: Beth

- Free Dress Day – Friday, 27th May 2022

Theme: Fluro Friday

Excess stock from Colour Fun Run can be sold 50c on the day – while stocks last

Motioned: Amanda

Seconded: Kristie

- End of Year Celebration vs Art Show

To be discussed again, once consultation with Teachers, Art Teachers has been had. This will run like last year's festival.

QAST

Motion to spend \$550 on QAST Membership Renewal

Motion: Amanda

Seconded: Kristie

Applications for new membership: NIL

NEXT MEETING

The next meeting will be an Annual General Meeting and will be held on Monday, 6th June 2022.

Closure:

Chair closed the meeting at: 9:06pm

Minutes endorsed as true and correct:

President _____

Secretary _____

MAY MINUTES

MAY MINUTES

FOOD LINKS

TERM 2 2022
**ONLINE ORDER
CUT OFF 7:00AM**
**1st Break
10:30am**
**2nd Break
1:00pm**

DAILY SPECIALS

WEDNESDAY \$4.50
WARM CHICKEN TENDER WRAP
Crumbed Chicken Tenderloin, Lettuce,
Cheese & Mayo

THURSDAY \$7.00
CHICKEN NUGGETS MEAL DEAL
5 Chicken Nuggets Apple and Drink of
Choice

FRIDAY \$5.50
CHEESY BEEF NACHOS
Corn Chips, Cheese, Veg Loaded Taco
Mince & Salsa
*Sour Cream 50c extra

SNACKS

Rice Cakes with Vegemite x2	\$1.00
Boiled Egg	.50c
Vanilla Yogurt Cup	\$2.00
Custard Cup	\$2.00
Vanilla Muffin	\$1.50
Berry Muffin	\$2.00
Warm Corn on the Cob	\$1.00
Apple	\$1.00
Garlic Bread	\$1.00
Popcorn	.50c

SANDWICH/WRAPS

Cheese Sandwich	\$2.50
Vegemite Sandwich	\$2.00
Egg & Lettuce Sandwich	\$4.00
Ham Sandwich	\$2.50
Ham, Cheese & Pickle Sandwich	\$4.00
Cheese Wrap	\$2.50
Ham, Cheese & Lettuce Wrap	\$4.00
Ham, Cheese & Pickle Wrap	\$4.00

SALADS

Mini Chicken Caesar Salad	\$4.00
Lettuce Cucumber & Carrot Cup	\$1.50

HOT FOOD

Sausage Roll	\$4.00
Meat Pie	\$4.00
Spinach & Ricotta Roll (v)	\$4.00
Vegetable Pastie (v)	\$4.00
Bolognese Pasta	\$6.00
Carbonara	\$5.50

DRINKS

Water	\$2.50
Chocolate Milk	\$2.50
Strawberry Milk	\$2.50
Apple Juice	\$2.50
Apple & Blackcurrant Juice	\$2.50
Tropical Juice	\$2.50

ICE BLOCKS

Various 50c, \$1 or \$2

Sauce: Tomato or BBQ 30c

Orders are to be made online via QKR.

MAY 2022

2022 SPECIAL DATES FOR TUCKSHOPS

March

 1 Pancake Day	 4 Schools Clean Up Day	 8 International Women's Day
 16 World's Greatest Shave	 17 St Patrick's Day	 21 Harmony Day

April

 1 Burrito Day	 12 Grilled Cheese Sandwich Day	 22 Earth Day
 25 ANZAC Day	 27 Stop Food Waste Day	

May

 8 Mother's Day	 13 International Hummus Day	 16 Volunteer Week
 19 Australia's Biggest Morning Tea	 20 P&Cs Day	 28 Burger Day

June

 8 State of Origin	 11 Corn on the Cob Day	 12 International Falafel Day
 13 Whole Grain Week	 18 International Sushi Day	 26 State of Origin

July

 1 Plastic-Free Month	 9 NAIDOC Week	 13 State of Origin
 29 Crazy Hair Day	 29 International Lasagne Day	 31 International Avocado Day

August

 3 National Watermelon Day	 13 National Science Week	 20 Book Week
 23 Healthy Bones Action Week	 29 Teacher Aide Appreciation Week	

September

 1 Health and Physical Education Day	 4 Father's Day	 8 R U OK Day
 18 International Fajita Day	 19 International Talk Like a Pirate Day	

October

 1 World Vegetarian Day	 4 International Taco Day	 5 World Teacher's Day
 16 National Nutrition Week	 24 Diwali	 31 Halloween

November

 3 National Sandwich Day	 4 Tuckshop Day	 7 National Recycling Week
 12 Australian Food Safety Week		

December

 5 International Volunteers Day	 25 Christmas
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FOR A FULL RANGE OF
MENU PLANNING
RESOURCES AND
RECIPES VISIT
WWW.QAST.ORG.AU



MAY 2022