# KGSC P&C General Meeting Minutes September 2024

2 September 2024 - 5.30pm - Kelvin Grove State College SUB Shop Conference Room

#### • Welcome and Preliminary Business

- Acknowledgement of Country
- Commence meeting: 5.40pm
- Attendance and apologies: as per attendance register
- Ratification of previous minutes
- Business arising from previous meeting
  - School Street Pedestrian Safety STIP applications accepted. No conflicts anticipated with KGSC Master Plan.
  - Virtual P&C meetings Code of conduct and testing. AV testing has not been successful as
    yet. Amy will follow-up with school. Draft Code of conduct accepted with addition of
    preferred use of headphones and camera. Discussion around the expectation that a member
    of the Executive or paid P&C employee will attend in person to ensure those without access
    to the required IT equipment will always have an opportunity to attend meetings.
  - 2025 P&C events calendar. .
    - Mother day & Fathers day stall for Middle/Senior doesn't generate as much interest as JS stall. Consider Qkr to as an option for next year to pre purchase gift
    - The 2025 Calendar is to be viewed as a placeholder at this stage.
    - o All events are on school and P&C website
  - Active School Travel EOI submitted. Application has not yet been received by JS principal.
     Submission required by 13 September Joel will follow up with Damien.
- Out of Sessions motions update
  - Ni
- Correspondence
  - STIP application Confirmation of receipt of STIP ideas and advising ideas have been forwarded to the Road Safety Team in TMR's.
  - Hands up for Kids P&C Qld campaign asking all political parties to support their \$600 per student per year for the next 3 years policy. <u>Visit our website</u>. Noted and distributed to P&C members for individual information and action
- Registration of new members Dina El-Emary, Ihab Ell-Rayess. Eligible to vote once attended a meeting in person.

#### P&C Reports

- President's Report
  - Ongoing advocacy for College Master Plan: meetings with State government members and candidates for electorates within KGSC catchment.
  - OSHC expansion and upgrade scoping exercise (strategic priority).
  - Active Travel as discussed

- Fathers Day Stall as discussed
- Treasurer's Report: attached
  - YTD on budget.
  - Compliant
  - Tuckshop running at a loss. Discussions are ongoing regarding how to improve.
  - Annual salary increase (last year's increase was paid in this year with the next increase expected September)
- Business Operations Manager Report: attached
- Junior School P&C Report: attached
- Strategic Working Group update working on priorities as per discussion at the last meeting. OSHC expansion and engagement of the school community with P&C.
- Uniform Review Working Group update Joel sent information to families.

#### College Reports

- Principal's Report
  - Review of Middle Leaders Resourcing (attached)
  - Meeting with Australian Olympic Committee regarding AOC pathways program
- Chaplaincy Report Nil
- College Council update Nil

#### External Reports and Updates

• Councilor/Minister update - Nil

#### Motions

- OSHC That the P&C approve the new mandatory 2.16 Sleep and Rest Policy approved by consensus
- Tuckshop That the P&C approve the selling of Krispy Creme doughnuts on Friday the 13th of September at all three tuckshops - approved by consensus
- That the P&C approve the new price on discontinued uniform items approved by consensus
  - o JS Green Polo Polyester shirt \$24
  - o JS Green Polo Polyester/Cotton blend shirt \$24
  - o JS Green Long sleeve polyester shirt \$24
  - o JS Black Wrap Skirt \$24
  - o MS/SS Green Shorts \$27
  - o MS/SS Green Formal Hat \$22
  - o MS/SS Grey Formal Hat \$22
- That the P&C approves the sale of alcohol at the college hall by Josh Blake as part of the Scomodo Voice Singers event on 28th and 29th September 2024 approved by consensus
- That the P&C approve to spend up to \$1400 for the purchase of items for the democracy sausage sizzle approved by consensus

#### General Business

- Democracy sausage sizzle Volunteers required, year 11 student leaders may be available to help -Joel will enquire
- Next Meeting: 5:30pm 21 October 2024
- Close: 7.30pm

#### **Actions:**

- 1. Virtual P&C meetings Testing to be conducted prior to full roll out.
- 2. Active School Travel application to be lodged by 13 September

Timestamp =	Today's meeting =	Full Name =	I also have apologies for	Email Address =
9/2/2024 17:27:35	College P&C - SUBshop conference room	Trevor Omara		tom72789@bigpond.net.au
9/2/2024 17:28:17	College P&C - SUBshop conference room	David Tran		activetravelforkelvingrove@gmail.com
9/2/2024 17:28:40	College P&C - SUBshop conference room	David Harreveld		DAVID@ASCERN.COM.AU
9/2/2024 17:29:07	College P&C - SUBshop conference room	Martin Fernandez		martyfern10@gmail.com
9/2/2024 17:29:19	College P&C - SUBshop conference room	Joel Buchholz		jbuch54@eq.edu.au
9/2/2024 17:29:37	College P&C - SUBshop conference room	Amy Giblin	Matt McCarthy Jim Scott Seal Chong-Wah Jess Walker	Kgscpcdirector@gmail.com
9/2/2024 17:32:40	College P&C - SUBshop conference room	Craig Millis		kgscpcpresident@gmail.com
9/2/2024 19:36:52	College P&C - SUBshop conference room	Angela Heck		kgscpcsecretary@gmail.com
9/2/2024 19:37:19	College P&C - SUBshop conference room	Peta-Lee Holt		jaspetalee@hotmail.co.uk



# **BOC Report**

from KGSC P&C Association Business Operations Committee (BOC) meeting held on Thursday 22 August 2024

#### General

- o Revenue in front of budget. Wage cost still high in both tuckshop (7%) and OSHC (9%).
- o Reached the threshold for PAYG tax per month and now PAYG tax has to be paid.
- o BAS and IAS reporting are up to date.
- o IT update P&C website now hosted in Australia.
- Director, Joel and Melinda have completed a walk around at Junior School regarding OSHC and Jnr tuckshop expansion options.
- Artwork has been requested from Wearaco for new items to be included in the next BUZZ. Design guide has also been requested from Wearaco for the blazer.
- Vending machine in senior hall has been replaced after leak issues could not be resolved.

#### **Tuckshops**

- Three door freezer glass doors are cracking and no replacements are available as model has been superseded. Convenor is collecting quotes for replacement as although freezer is keeping temperature it's a health and safety issue.
- Moved larger pie warmer from senior tuckshop down to junior to help with large number of orders that need heating up. Ordered unit was too small for needs so senior tuckshop have taken one of the smaller pie warmers from junior tuckshop.
- o Two new casual staff members have started (AT and JW).
- There is a new volunteer in the senior tuckshop who is helping out Wednesdays and Fridays 9-11am.
- o Tuckshop management meetings are being held regularly to assist convenors.
- Still having issues with lack of regular management of students at Brooker Hive by on-duty college staff member. Too many students being let in at a time and no checking if they are all purchasing (often friends come in too). This means a lot of congestion at the counter which makes servicing the students efficiently hard to achieve.
- A red day would like to be held last Friday of the term 13<sup>th</sup> September with Krispy Kreme doughnuts being sold. These will be available online at the Junior Tuckshop and both online and for sale on the day at Brooker and Hive tuckshops. Tuckshops are asking for the P&C to approve this red day.

#### **SUB Shop**

- August sales tracking well. Over the counter sales have been strong fir winter lines, new students and also international student fittings.
- o Print Shop has been busy with Presp information session, exams etc.
- Staff will be attending the Prep Information Session on Thursday 29<sup>th</sup> August. The uniform display board will be in place for new parents and carers to see the items and ask questions.
- SUB shop manager has been working with Weareco to get the last of the artwork and uniform images of the new uniform items.
- o Back-to-School trading hours are being finalised and will be advertised soon.
- Stationery Kits for 2025 have been finalised and details have been provided to Olympia. 2025 kits should be available for purchase from October. Additional fitting days have been added to ensure there are ample appointments available to parents, (fitting appointments can be accessed via the link on the P&C website at any time).
- The P&C eftpos terminals aren't keeping charge and will need to be replaced.

#### **OSHC**

- Policy Addition ACECQA has advised it is now mandatory for all OSHC services to have a sleep and rest policy and risk assessment in place. 2.16 Sleep and Rest Policy is attached for P&C approval.
- o Reportable Incidences: Nil.

- There was a visit from Inclusion Support Qld on 15/8/24. They came to observe the afternoon transitions and provide some feedback to help improve the operation. The team found the feedback useful to help meet all the children's needs during this very busy time.
- OSHC Manager starts maternity leave on 16/9/24 until 18/8/25. Her replacement, Tristan Dieben will start Friday 23/8/23 to have a three-week hand over.
- Assistant Coordinator is currently on Uni Prac from 5/8-9/9/24.
- o Ed Leader (KW) is currently on Uni Prac from 19/8-11/9/24
- OSHC admin (SG) has returned from extended annual leave.
- OSHC will be open on the pupil free day on Friday 30/8/24.

#### Motions for P&C approval

- o Motion: OSHC That the P&C approve the new mandatory 2.16 Sleep and Rest Policy (attached).
- Motion: Tuckshop That the P&C approve the selling of Krispy Kreme doughnuts on Friday the 13<sup>th</sup> of September at all three tuckshops.

#### **Kim Lovat**

Business Operations Manager KGSC P&C Association 23 August 2024

# 2.16 Sleep and Rest

#### **Policy Statement**

The purpose of the *Sleep and rest for children policy* is to ensure the safety, health and wellbeing of children attending our service and appropriate opportunities are provided to meet each child's need for sleep, rest, and relaxation.

#### Background

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest. Our Sleep and rest policy provides our educators, management, other staff, families, and the community with the information they need to support children's needs for sleep and rest while attending the service. There is now much research available to inform decisions about safe sleeping environments, including research that identifies poor sleep procedures and inadequate supervision as risk factors, which can result in, or contribute to, serious harm to young children. All children need rest and sleep for their wellbeing and health, and this is an area of service policy and procedure that our service very carefully considers, monitors, and actively reviews to ensure risks are appropriately addressed at all times. We value feedback from families and ensure that our policies, procedures, practices, and decisions are based on the most up to date advice from recognised authorities, such as Red Nose Australia.

#### **Related Policies**

- -2.1 Interactions and Relationships with children
- -2.2 Commitment to the health, safety, and protection of children
- -2.13 Supervision of Children & Providing Child-Safe Environment
- -4.4 Administration of first aid
- -7.2 Emergency Evacuation, Lockdown and Drills
- -9.2 Enrolment and Orientation

#### **Procedures**

Kelvin Grove OSHC aims to meet every child's specific needs for rest and relaxation, which is done in a safe and respectful way that considers the preferences and daily routines of each child. We understand that adequate rest and relaxation (and sleep as necessary) are important elements to ensure that a child feels safe and comfortable in our care. We define 'rest' as a period of inactivity, solitude, calmness, or tranquillity and is different to a child being in a state of sleep. This is because this policy is specifically designed for school aged children.

Even though the majority of children do not need to sleep at our Service, and may never need it during this time, our Educators are still able to accommodate for the rest needs of all the children who attend our Service, regardless of their age, if they need rest. Examples of when this may be necessary are when children are feeling unwell if they are tired from an excursion or if they have additional needs and their rest requirements are greater than their peers.

Our Service will always ensure the needs for sleep and rest of all children are met in accordance with their ages, developmental stages, and their individual needs. This is maintained in accordance with the Education and Care Services National Law and Regulations. Our Sleep and Rest Policy has its

foundations from evidence-based practices detailed on the ACECQA and Department of Education websites.

#### Implementation:

Protection from risks during sleep:

- All children rest with their face uncovered.
- The rest environment, equipment and materials will be safe and free from hazards e.g. away from shelves, wall hangings, drawers, and high foot traffic areas
- Educators monitor resting children at regular intervals and actively supervise the rest environment.

#### Sleep/rest needs of school aged children:

- As needed, we will consult with families about their child's individual needs relating to sleep and
  rest, and we will be aware of different values, parenting, and cultural beliefs that are associated
  with rest
- When a school aged child requests a rest, an Educator will ensure that there is a designated area for the child to be inactive and calm, that is positioned away from the main group of children.
- The designated rest area may be a cushion, mat, or seat in a quiet section of the centre.
- Calm and quiet play experiences are available for children who require this.
- Educators will be aware of the children's comfort and will avoid overcrowding when children need of rest/sleep.
- The Service will provide both active and calm activities throughout the program and will support children's participation and preferences when choosing these activities.

#### Child who is unwell:

- Educators will encourage the child to rest in a quiet, comfortable, and safe space.
- Educators will encourage the child to lie down and make themselves comfortable when they show signs of being unwell.
- Children will rest with their face uncovered.
- Children who are unwell will be highly prioritised with supervision and monitoring. They will be monitored constantly if they have a high temperature, have vomited, or received major trauma to their head.
- Parents will then be contacted as soon as possible to make arrangements for the child's collection.

#### Rest/sleep environment and equipment:

- Staff will read the sleep policy and risk assessment during the orientation process.
- The service will ensure a rest or sleep space is available constantly, or will be made available to children at all times when needed, e.g. a quiet area on a mat with cushions, a reading corner with beanbags and blankets, a lounge with blankets etc.
- The area and the equipment will be checked regularly as part of the safety check for the Service. Hazards will be removed.
- Hygiene standards will be maintained when children use the rest/sleep area and equipment, e.g. regularly washing pillowcases and blankets, especially when an unwell child has used them.
- The Service Educators will ensure that the room temperature, airflow, lighting, and noise is altered and remains adequate when sleep and rest is necessary.

#### **Roles and Responsibilities**

# Approved Provider •Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented, including the method and frequency of checking children's safety, health, and wellbeing • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure educators (including casual/relief staff) receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time • Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedures • Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages, and individual needs of the children • Ensure the premises, furniture and equipment are safe, clean and in good repair, including ensuring all equipment used meets any relevant Australian Standards and other product safety standards, such as Australian Competition and Consumer Commission (ACCC) guidelines. • Ensure that bassinets are not on the education and care services premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service • Ensure that each child has access to sufficient furniture, materials, and developmentally appropriate equipment suitable for the education and care of that child • Ensure that the indoor spaces used by children are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children • Ensure sleep and rest environments are free from cigarette or tobacco smoke • Ensure that the premises are designed to facilitate supervision • Ensure children are supervised during periods of sleep and rest. • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, and volunteers, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: »affect the fees charged or the way they are collected or »significantly impact the service's education and care of children or »significantly impact the family's ability to utilise the service. • Ensure the needs for sleep and rest of children being educated and Nominated Supervisor

cared for by the service are met, having regard to the ages, developmental stages, and individual needs of the children

• Ensure sleeping spaces have sufficient light to allow supervision

- Ensure sleep practices, environments and equipment continue to be safe and in line with best practice guidelines
- Ensure that bassinets are not on the education and care service premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service
- Ensure educators understand and follow the service's policies and procedures
- Ensure educators understand their legal roles in the implementation of the policies and procedures
- Ensures children are supervised during periods of sleep and rest. This should include ensuring clear procedures are in place for checks of children and documenting of all checks at the time they occur.

#### Educators

- Ensure procedures are relevant to their particular service type and venue. If not, discuss this with the nominated supervisor/family day care coordinator
- Have a good understanding of the service's policy and procedures, and embed practices that support safe sleep into everyday practice
- Identify and suggest any potential improvements to service procedures and practice
- Identify and remove potential hazards from sleep environments
- Ensure that bassinets are not on the education and care service premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service
- Document children's sleep and rest needs and provide information to families about their child's sleep and rest patterns
- Consult families to gather information about individual children's needs and preferences
- Model and promote safe sleep practices and make information available to families
- Ensure the needs for sleep and rest of the children being educated and cared for by the service are met, considering the ages, developmental stages, and individual needs of the children
- Maintain supervision of sleeping and resting children including regular physical bedside

checks including visual inspection of the child's:

- » Sleeping position
- » Skin and lip colour
- » Breathing
- » Body temperature
- » Head position
- » Airway
- » Head and face, ensuring they remain uncovered
- Ensure sleeping spaces have adequate light to allow supervision

	Ensure children's clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing (including but not limited to bibs and jewellery)
	Report issues with day-to-day sleep practice, environment and
	equipment to the nominated supervisor or provider
Families	Regularly update the service on their child's sleeping routines and
	patterns
	Dress child appropriately for the weather conditions and provide
	additional clothing
	Review the service's policies and procedures relating to sleep and rest.

#### **Relevant Laws and Provisions**

- Education and Care Services National Law Act, 2010 and Regulations 2011
- My Time, Our Place Framework for School Age Care in Australia

#### **E&CS** Legislative Compliance

- Section 165 Offence to inadequately supervise children
- Section 167 Offence relating to protection of children from harm and hazards
- Regulation 82 Tobacco, drug, and alcohol-free environment
- Regulation 84A Sleep and rest
- Regulation 84B Sleep and rest policies and procedures
- Regulation 84C Risk assessment for purposes of sleep and rest policies and procedures
- Regulation 84D Prohibition of bassinets
- Regulation 87 Incident, injury, trauma, and illness record
- Regulation 103 Premises, furniture, and equipment to be safe, clean and in good repair
- Regulation 105 Furniture, materials, and equipment
- Regulation 106 Laundry and hygiene facilities
- Regulation 107 Space requirements indoor space
- Regulation 110 Ventilation and natural light
- Regulation 115 Premises designed to facilitate supervision
- Regulation 168 Education and care service must have policies and procedures
- Regulation 169 Additional policies and procedures family day care
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures

Policy Controls						
Endorsed by:	Approved Provider	Date Endorsed:	Enter Date			
Date implemented:	Enter Date	Date families notified	Enter Date			
Version:	1.0 2024	Date of review	Enter Date			

## Risk Management Plan – Kelvin Grove Outside School Hours Care

## **Sleep and Rest Risk Assessment**



Plan prepared by:	Allie Wright (Service Manager)		Date:	July 2024
Prepared in consultation with:	Matthew McKeown (Assistant Coordinator: Program and Practice)		Date:	July 2024
Communicated to:	Educators	Venue and safety information r		N/A

Reminder: Monitor the effectiveness of controls and, if necessary, modify or review control measures to ensure foreseeable harm is prevented. The risk assessment will be reviewed where any significant change occurs.

	Risk Assessment					
Activity	Hazard Identification	Risk Assessment (Use Matrix)	Elimination / Control Measures	Person Responsible	Residual Risk (after control measures applied)	Rationale
Sleep and Rest	Ventilation & Temperature	Moderate	<ul> <li>Natural lighting</li> <li>Open windows</li> <li>Ceiling fans / Aircon</li> <li>Monitoring temperature to ensure children wellbeing.</li> <li>Monitoring weather e.g., extreme heat and ensuring space provided remains comfortable and suitable</li> </ul>	Supervising incident will be mitig		The potential consequence of an incident will be mitigated from early educator support and intervention.
	Lighting	Moderate	<ul> <li>Utilising natural lighting</li> <li>Lamps, fairy lights and other soft lighting</li> <li>Ensuring lighting allows for active supervision</li> </ul>	Educator Supervising Area	Low	The potential consequence of an incident will be mitigated from early educator support and intervention.
	Supervision of rest and sleep areas	High	Ensuring sleep and rest areas are in locations which allow for adequate supervision.	Educator Supervising Area	Low	The potential consequence of an incident will be mitigated from early educator support and intervention.

Created: July 2024 | Last Reviewed:

			<ul> <li>Regular check-ins with children using the area to ensure wellbeing.</li> <li>Ensuring the children who use these spaces understand their purpose and the expectations around the use of resources.</li> <li>Ensure all staff have read, understand, and follow service policies and procedures.</li> <li>Ensure children's clothing is appropriate for sleep and rest and does not restrict breathing or get tangled (Jewelry &amp; jumpers)</li> </ul>			
Ov	vercrowding	High	<ul> <li>Monitoring spaces to ensure it is utilised effectively by all ages</li> <li>Opening additional spaces to accommodate more children to ensure all children are comfortable</li> </ul>	Educator Supervising Area	Low	The potential consequence of an incident will be mitigated from early educator support and intervention.
	xcessive noise and disruption o quiet spaces	High	<ul> <li>Planning active and physical experiences away from quiet spaces</li> <li>Educators to monitor quiet area noise levels and adjust as necessary to location of experiences.</li> <li>Children not using the space appropriately will be redirected.</li> </ul>	Educator Supervising Area	Low	The potential consequence of an incident will be mitigated from early educator support and intervention.
Fit	it for purpose	Moderate	<ul> <li>Regular safety checks to ensure sufficient furniture in good working order.</li> <li>Developmentally appropriate resources</li> <li>Bean bags, pillows and blankets are available for children to use for rest and sleep.</li> <li>Regular Sanitization and cleaning of resources and furniture</li> </ul>	Educator Supervising Area	Low	The potential consequence of an incident will be mitigated from early educator support and intervention.

	Risk Matrix							
	Consequence							
		Insignificant	Minor	Moderate	Major	Catastrophic		
	Almost Certain	MODERATE	HIGH	HIGH	EXTREME	EXTREME		
poor	Likely	MODERATE	MODERATE	HIGH	EXTREME	EXTREME		
Likelihood	Possible	LOW	MODERATE	HIGH	HIGH	EXTREME		
	Unlikely	LOW	LOW	MODERATE	HIGH	HIGH		
	Rare	LOW	LOW	LOW	MODERATE	HIGH		

Evaluate t	Consequence: Evaluate the consequences using the following guiding definitions.					
Insignificant	No injury					
Minor	Injury or health issue requiring first aid					
Moderate	Injury or health issue requiring medical attention					
Major	Injury or health issue requiring hospital admission					
Severe	Fatality					

Likelihood: Evaluate the likelihood of an incident occurring using the following guiding definitions.					
Rare	May occur somewhere, sometime (i.e., once in a lifetime)				
Unlikely	May occur at some point over an extended period of time				
Possible	May occur several times across over a period of time.				
Likely	May be anticipated multiple times over a period of time or may occur once every few repetitions of the activity or event				
Almost Certain	Prone to occur regularly or it is anticipated for each time the activity or event is held				

Hierarchy of Risk Control					
of n >	Level One (1): Eliminate the hazards	~ Re			
Level o	Level Two (2): Substitute the hazard with something safer; Isolate the hazard from people; Reduce the risk through physical modification/design of equipment	easure			
> Pro	Level Three (3): Reduce exposure to the hazard using administrative actions; Use person protective equipment	ty of			

Educators to Sign and Acknowledge the Risk Management Plan						
Name	Signature	Name	Signature			

Educators to Sign and Acknowledge the Risk Management Plan						
Name	Signature	Name	Signature			

Item	List	SOH as	Discounted	SOH at at	Cost Price	Proposed
	Price	at	Price as at	21/8/24	(inc GST)	Price
		11/9/23	17/10/23			3/9/24
JS Green Polo	\$32.00			92	\$21.40	\$24
Polyester shirt						
JS Green Polo	\$32.00			132	\$21.40	\$24
Polyester/Cotton						
blend shirt						
JS Green Long	\$33.00			60	\$23.38	\$24
sleeve polyester						
shirt						
JS Black Wrap	\$33.50		\$27.00	152	\$23.65	\$24
Skirt						
MS/SS Green	\$42.00	116	\$34.00	75 (-41)	\$26.68	\$27
Shorts						
MS/SS Green	\$63.00	36	\$41.00	19 (-17)	\$42.35	\$22
Formal Hat						
MS/SS Grey	\$63.00	72	\$41.00	62 (-10)	\$39.05	\$22
Formal Hat						
MS/SS Grey	\$39.50			181	\$22.55	No change
Casual Shit						
MS/SS Green Zip	\$91.40			117	\$55.55	\$62
microfibre jacket						